



**CONSTITUTION  
BYLAWS  
STANDING RULES and  
OPERATING PROCEDURES**

**2010**

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# **Mission Statement for Chuckanut Dog Training Association, Inc.**

Our mission is to provide positive, humane training and educational opportunities for the general public and to enable people with similar interests to come together to enjoy a variety of social and training activities with their dogs.

## **Constitution of the Chuckanut Dog Training Association, Inc.**

### **Section 1 – Club Name**

The name of the club shall be Chuckanut Dog Training Association, Inc.

### **Section 2 – Club Purposes**

The objects and purposes of the club shall be to promote responsible dog ownership by:

- a) encouraging the training of dogs;
- b) disseminating knowledge regarding;
- c) conducting classes for the training of dogs and their handlers;
- d) encouraging the training of judges;
- e) holding and supporting trials, tracking tests and sanctioned matches under the rules and regulations of the American Kennel Club;
- f) promoting cooperation and good sportsmanship among its members in the training and exhibition of dogs by active participation of its members in matches, trials, public demonstrations, workshops, classes, meetings, community services, and seminars.

### **Section 3 - Status**

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 – Bylaws**

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 and purposes.

***These Bylaws were adopted in their entirety by the club membership in January, 2010. All previous Bylaws and Standing Rules were rescinded prior to the adoption of these.***

# Club Bylaws, Standing Rules And Operating Procedures

## **Article I – Membership**

**Section 1: Eligibility.** There shall be two types of membership. Regular membership shall be open to all persons eighteen years and older who are in good standing with the American Kennel Club, Inc., and who are interested in promoting dog training and subscribe to the purposes of this Club. There shall also be a Junior Membership open to all persons ages 5 through 17. These Junior Members shall not be eligible to hold an elective office nor have voting privileges.

**Section 2: Dues.** Membership dues shall be established by the board for individual, family and junior memberships. Changes to the dues structure shall be approved by the general membership.

**Section 3: Election to Membership.** Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Constitution and By-Laws and rules of the American Kennel Club. The application shall state the name and address of the applicant, list the breeds of dogs owned, if any, and shall be signed by two sponsoring members, one of whom must know the applicant.

Applicants for membership who have been rejected by the Club may reapply after six months following the rejection.

**Section 4: Termination of Membership.** Membership may be terminated

1. 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.
2. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after the March Club meeting. In no case may a person whose dues are unpaid as of that date be entitled to vote at any Club meeting.
3. By expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

**Section 5: Suspension of Membership**

1. **Leave of Absence** – In the event that a member is forced to terminate his/her membership due to hardship or medical emergency such termination should be put in writing and forwarded to the President. If the President cannot come to a decision as to the legitimacy of the request, the Board shall then vote upon the request and the decision of a majority vote shall be the deciding factor. This termination shall be in effect for one year. Such member can attend meetings but would be unable to vote. At the end of a calendar year if the said member is still unable to assume membership they shall be dropped from the membership list and would re-apply in the normal manner. However, while on leave, if he/she wishes to become a functioning member, (s)he should notify the President in writing who will then notify the Board and a majority vote will reinstate such member.
2. **By involuntary suspension** – Any member who is suspended from the privileges of the American Kennel Club shall automatically be suspended from the privileges of the Club, including voting and

activities, for a like period. Membership may be reinstated after the AKC removes the sanctions on the member.

### **STANDING RULES:**

**Applications:** – All applications for membership are to be filed with the Membership Committee Chair and include the dues payment for the current year.

Those applying after October shall have their dues applied to the next year.

**Membership List** – It shall be the policy of CDTA to not distribute, sell, or make available their membership lists for advertising or solicitation purposes.

### **OPERATING PROCEDURES**

#### 1. New Member Procedures:

- a. When a prospective member attends his/her first meeting as a guest, (s)he may request a membership application. (S)he completes the application, obtaining the necessary signatures for sponsors and returns it to the membership chairperson, together with one year's dues. This may be done at the meeting where the prospective member is a guest for the first time.
- b. The application shall have:
  - 1) a note from the sponsors as to why the applicant will be a good CDTA member including what two qualifying CDTA events, meetings, and /or activities the applicant has been involved in, one of which must be one general, committee, or board meeting, and
  - 2) a note from the applicant as to why they want to join.
  - 3) payment for the current year.
- c. The application will be published in the next newsletter. The membership will then have until the next general meeting to write any comment, pro or con, to the Membership Chairperson regarding the applicant.
- d. At that general meeting, the general membership present will vote on the application for membership. Three-fourths of the members present must cast a yes vote for the applicant to be granted full membership in the club.
- e. After the applicant has been voted in as a member of the club, the membership chairperson will contact the new member, advising him or her of the result of the election. The new member may then pick up the packet of membership materials prepared by the membership chairperson.

#### 2. Membership Renewal

- a. Members will submit an application for renewal annually, prior to the end of the March general meeting. Payment for the year must accompany the application.
- b. The Board may grant an additional 60 days of grace to delinquent members in meritorious cases.

#### 3. Reinstatement for Lapsed Members

Members who leave in good standing and wish to reapply may apply after taking part in one CDTA meeting, class, activity, or event.

## Article II – Meetings and Voting

**Section 1: Regular Meetings.** Regular meetings of the Club shall be held in or within 25 miles of the City of Bellingham, Washington, on the first Wednesday of each month, at such hour and place as may be determined. The quorum for such meetings shall be 20% of the members currently in good standing. There shall be a minimum of eight meetings during the year. No meetings will be held during the months of June, July, or August.

**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 in good standing. Such special meetings shall be held within a 25-mile radius of Bellingham at such place, date and time as may be designated by the person or persons authorized to call such meetings. Notice of the meeting shall state the purpose of the meeting. No other club business may be transacted thereat. The quorum for such a meeting shall be 20% of members in good standing.

**Section 3: Board Meetings.** Meetings of the Board of Directors shall be held each month within 25 miles of the City of Bellingham, the day, time and place to be determined by the Board of Directors. The quorum for such a meeting shall be a simple majority of the Board. There shall be a minimum of eight meetings during the year.

**Section 4: Executive Board Meetings.** Executive Board Meetings may be called by the President at any time during the month provided effort has been made to contact all officers and board members of the club and 2/3 are able to attend.

**Section 5: Voting.** Each regular 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 (s)he is present. Proxy voting will not be permitted at any club meeting or election. No junior member shall hold voting privileges.

### STANDING RULES:

Notice of Board, General and Special Club meetings shall be sent (via USPS, electronic media, private courier or personal delivery) to the board or general membership at least seven days prior to a meeting.

### OPERATING PROCEDURES

None

## Article III – Directors and Officers

**Section 1: Board of Directors.** The Board shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and four other persons, all of whom shall be members in good standing. The outgoing president shall automatically be assigned to the board for a one year term. The officers shall be elected for two year terms so that terms overlap. Election of members will occur so that for terms beginning in even years the President, Recording Secretary and Board positions one and two are elected and those beginning in odd years the Vice-President, Treasurer, Corresponding Secretary and Board positions three and four are elected. All shall be elected at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. The Club officers and board members are expected to be

familiar with the Club's By-Laws, Standing Rules and Operating Procedures. General management of the Club's affairs shall be entrusted to the Board of Directors.

**Section 2: Officers.** The Club's officers, consisting of the President, Vice-President, 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.

- The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these by-laws.
- The Vice President shall have the duties and exercise the powers of the President in case of the Presidents death, absence, or incapacity.
- The Recording 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.
- The Corresponding Secretary shall notify members of meetings, and notify officers and directors of their election to office. The Corresponding Secretary shall keep a current copy of the members of the Club with their addresses and carry out such other duties as are prescribed in these by-laws.
- The Treasurer shall be responsible for the financial affairs and financial record keeping for the club.

**Section 3: Vacancies.** Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of all the remaining 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.

**Section 4: Removal from Office.** Any officer or Board Member may be removed from office by a two-thirds vote of members present and voting at any regular or special meeting called for the purpose, providing a written petition signed by 20% of members in good standing is submitted to the President or Corresponding Secretary and each member shall be notified at least two weeks prior to the date of the meeting.

**Section 5: Attendance at Board Meetings.** It is expected that officers or Board Members will make every effort to attend Board Meetings. Only two unexplained absences in a year are allowed .

## **STANDING RULES:**

### **Section 2: Officers**

#### **Sub-section d: Corresponding Secretary**

**The Club Secretary (Corresponding)** shall give all copies of official correspondence received from AKC concerning obedience trials and tracking tests to the respective committee chairpersons and will mail all copies of official correspondence to AKC with return receipt requested.

#### **Sub-section e: Treasurer**

- The Treasurer or his/her designee shall deposit monies in a bank designated by the Board, in the name of the Club.
- The Treasurer's books shall at all times be open to inspection by the Board and (s)he shall report to them at every meeting a summary of cash receipts and disbursements. The Treasurer shall make available the Club's financial records to be audited at a time determined by the board but not less than semi-annually.

- The Treasurer shall arrange for preparation of annual tax returns.
- The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

## **OPERATING PROCEDURES**

### **Section 5: Attendance at Board Meetings.**

In the event a board member is not able to attend a meeting, s/he should contact the President or Vice President before the meeting and explain the reason s/he is not able to attend. Any officer or Board member who accumulates two (2) unexplained absences will be considered as being unable to perform his/her duties and will be replaced by a member voted in by the Board at its next meeting.

## **Article IV – The Club Year, Annual Meeting, Elections**

**Section 1: Club Year.** The Club’s fiscal year shall begin on the first day of January and end on the 31<sup>st</sup> day of December.

**Section 2: Annual Meeting.** The Annual Meeting shall be held in the month of December, at which Officers and Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. Those elected shall take office on the first day of January of the following year. Retiring officers shall turn over to the successors all properties and records relating to that office within 30 days following the election.

**Section 3: Elections.** A member must be in good standing and have been active in the club one year before being eligible to hold any office, including that of Board member. The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

**Section 4: Nominations.** During the month of September, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom shall be a member of the Board. The board shall name a Chairperson for the committee, and it shall be the Chairperson’s duty to call a committee meeting that shall be held on or before October 1. No person may be a candidate in a club election who has not been nominated.

### **STANDING RULES:**

Club nominations will occur in the following manner.

1. The Committee shall nominate one candidate for each office and one candidate for each position on the Board, with the exception of one board position, which shall automatically fall to the immediate past president. After securing the consent of each person so nominated, the Committee shall immediately report their nominations to the President, who shall, in turn, report to the membership.
2. A list of committee nominees for offices and Board positions shall be published in the November issue of the club newsletter.



3. Additional nominations may be made at the November meeting by any members 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, his or her proposes shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person can be a candidate for more than one position.
4. Nominations cannot be made at the annual meeting or in any manner other than as provided in this section.

**OPERATING PROCEDURES:**

None

## Article V – Committees

**Section 1: Standing Committees.** The Board may each year appoint standing committees to advance the work of the Club in areas 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: Termination of 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.

**STANDING RULES:**

**General Committee Responsibilities.** Chairpersons of individual committees shall be selected from the committee members. Committee Chairpersons shall provide a written or oral report to the board.

The following standing committees shall be established in a manner consistent with the above By-Laws.

- A. Agility.** The Agility Committee shall be responsible for all aspects of the dub agility program including, but not limited to, setting up agility classes, obtaining a practice and class location, supervision of the building, purchasing and maintenance of equipment, determining the type and number of agility events to be held annually.
- B. Awards.** The Awards Committee shall be responsible for accumulating the information for the annual awards. These awards shall be presented at the annual meeting. The chairperson shall be responsible for purchasing the awards and having them suitably engraved (if appropriate). There shall be four types of individual awards.
  1. **Title awards** – These awards shall be acknowledged to owners of dogs who completed a title in any area requiring training. Such title would include, but not necessarily be limited to, obedience, agility, flyball, herding, lure coursing, Canine Good Citizenship, and the various types of working certificates given by breed or group clubs. Conformation titles (i.e. championships) earned by owner/handlers shall be included. Titles earned in any country shall be recognized.
  2. **Chuckanut Achievement Awards** – These awards are provided to owners of dogs who meet a particular challenge or an accomplishment that would not be included in the titling awards. Nominations for these awards are made by the dog’s owners, and should include a written description of the dog’s accomplishment. Example: A dog that overcame an extreme shyness problem to be able to do nursing home visits.

3. **Inspirational Award** – The CDTA Inspirational Award shall be presented to the member nominated by and elected by the membership considering the qualities of good sportsmanship, club service, general attitude and personal achievement. An individual who receives this award shall not be eligible to receive it again for a period of five years.
4. **Outstanding Service Award** – The recipient of the CDTA Service award shall be the person the members feel has performed the most outstanding service throughout the year for the benefit of the Chuckanut Dog Training Association. An individual who receives this award shall not be eligible to receive it again for a period of five years.

#### **OPERATING PROCEDURES**

- Nominations for the award shall be made in writing, including the reasons for the nominations, and submitted to the Awards Chairperson at or before the November meeting.
- At the November meeting, the Awards Chairperson will read the names in nomination and the reasons for nomination of the various individuals.
- By secret ballot, the membership shall elect the recipient of the award, the President only to vote in the event of a tie. Ballots will be given to the President to be counted, who will then inform the Awards Chairperson. The name of the recipient of the award shall remain secret between the President and the Awards Chairperson until the presentation of the award at the annual meeting.

In order for a member to receive any club award the following qualifications must be met.

1. The member must be a paid-up member in good standing of CDTA
2. The member must be active. An active member is one who attends meetings and/or takes an active role in club events as determined by the chairperson of whichever committee is in charge of the activity.
3. The person whose dog is earning an honor must have owned or co-owned, or had a member of their immediate family (as defined by the AKC) as owner and must have trained and/or shown the dog themselves

**C. Budget.** The budget committee shall be composed of the Treasurer, the previous Treasurer and a third member who shall either be the President or an individual appointed by the President. This committee is responsible for the preparation of the yearly budget, to be presented to the membership at the November membership meeting and voted on at the Annual Meeting. It is the responsibility of the Budget Committee to review the financial statements of the preceding year's financial report and prepare the budget for the following year's activities.

#### **D. Community Service/Demonstrations**

This committee is responsible for organization, selection and presentation of individual and group personal appearances and/or demonstrations presented in the name of the club.

Responsibilities:

1. the solicitation of individual and/or group exhibitions or presentations to promote the cause of dog training and the club;
2. the selection and organization of the exhibition personnel to assure equitable distribution of competent participant;
3. the organization, selection and appearance of special drill teams or demonstration groups.

It shall be the responsibility of the chairperson of this committee to inform the newsletter editor so that information and publicity releases may be effected.

#### **E. Equipment**

This committee shall be responsible for buying, and/or building and maintaining all club equipment.

1. Responsibilities:

- a. the chairperson of this committee shall maintain an inventory of club equipment and the location of such equipment;
- b. it shall be the responsibility of each event committee chairperson to see that appropriate equipment is delivered in good condition to each club function, and that after the function it is all accounted for and returned to its storage facility or other location.

2. Loan of equipment:

- a. to loan equipment to other clubs, a refundable deposit to be determined by the Board is required. To receive the deposit back the equipment must be returned clean, in good condition, and on time.
- b. Any member in good standing can be responsible for any personal use of equipment without charge, after obtaining clearance from the committee Chairperson. The chairperson will keep accurate records of the checking out and returning of equipment.

3. Disposition of equipment

- a. Committee chairs shall make recommendations to the board regarding disposition of equipment.
- b. Excess equipment may be sold at fair market value as determined by the board.

**OPERATING PROCEDURES:**

1. Sale of equipment will be announced in the newsletter
2. Full price bids will be collected by the President
3. At the set end date, a random draw will be held and the winner notified
4. If there are no full price bids, the equipment may be auctioned.

**F. Legal/Bylaws.** This committee shall be responsible for seeing that the club follows all state and local corporate laws, and remains in compliance with all AKC requirements. The chairperson of the Legal/Bylaws committee shall see that the club insurance remains in effect and that we are properly covered.

**G. Library.** This committee shall be responsible for the operation of the Club library, purchasing new books and periodicals in the field of dog training and receiving donations of books pertaining to dogs in general.

Responsibilities:

1. Maintains a current file of all books, periodicals, films, and other materials belonging to the club, announces new material as it becomes available, and ensures file is available to all members.
2. Makes all materials available for borrowing by club members at the regular general meetings of the Club.
3. Keeps accurate records of the checking out, returning, and fines of the books, periodicals, films, etc., including collecting late fees for borrowed material.

**H. Membership.** This committee is responsible for all duties and information regarding membership application and records.

Responsibilities:

1. Provide information, requirements, and procedures for membership to prospective members.
2. Establish, maintain and provide membership application forms.
3. Follow and coordinate procedures in the processing of prospective new member applications:
4. The membership chairperson shall advise the newsletter editor, at the end of the month of February, of those members who are paid in full, so that the newsletter editor may notify those who have not yet renewed membership.
5. The membership chairperson shall advise the newsletter editor of the name, address, phone, dog breeds and committee interests of newly elected members, for publication in the newsletter.

6. The membership chairperson will create and maintain a current roll of the club members and provide a copy of same to the Corresponding Secretary.

**J. Newsletter.** The name of the newsletter shall be the Chuckanut Companion. The newsletter committee shall organize, prepare and publish items of general importance and news to the members of the club. The chairperson of this committee is the editor of the Chuckanut Companion and will be responsible for the authenticity, accuracy and freedom from bias, discrimination, and prejudice of the material contained therein. It is the responsibility of each officer, committee chairperson, and individual member to provide material to this committee for inclusion in the Chuckanut Companion.

Responsibilities of the Editor:

1. The Companion will be distributed monthly, at least seven days prior to the membership meeting and will contain notice of the meeting, advance notice of important measures to be considered at the following meeting, reports, meeting minutes, and news of general interest.
2. Applications for club awards will be included in the August through October Companion.
3. A list of committee nominees for offices and Board positions shall be published in the November issue.
4. A membership renewal form shall be included in the November through February issues of the Companion

**K. Obedience: -**

1. **Classes** The Obedience Committee shall be responsible for all aspects of the club obedience training program including, but not limited to, setting up classes, obtaining instructors, obtaining a class location, scheduling appropriate obedience seminars, etc.
2. **Trial** Responsibilities include scheduling, organizing, coordinating and supervising AKC Obedience trials.

**L. Program.** The program committee shall be responsible for the scheduling of interesting and informative programs at club meetings and/or other functions.

**M. Public Education Committee.** This committee shall be responsible for club activities in the area of educating the general public about responsible dog ownership and dog training. The committee shall order and distribute educational information from the American Kennel Club and whatever other organizations as may have material that may be appropriate. The Chairperson of the Public Education Committee may also serve as Public Education Coordinator with the AKC.

**N. Refreshments/Social.** This committee will assign hostess duties and perform other social amenities on behalf of the Club. The committee will be responsible for seeing that food and beverages are provided for the general membership meetings.

**O. Tracking.** The Tracking Committee shall be responsible for all aspects of the club tracking program including, but not limited to setting up classes, obtaining location for events, and determining the type and number of tracking events to be held annually. Chairpersons of individual tracking events shall be selected from the tracking committee.

**P. Training Sessions.** This committee shall be responsible for scheduling informal training sessions at a public park, schoolyard or other facility.

#### **STANDING RULES:**

None unless specified under each committee.

## OPERATING PROCEDURES

None unless specified under each committee.

# 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: Conduct Prejudicial to the Best Interests of the Club** – Any member may prefer charges, in writing, against a member for alleged misconduct prejudicial to the best interests of the Club. 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 of a hearing by the Board not less than three weeks nor more than six 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 on his/her own defense and bring witnesses if (s)he wishes. This is a closed board hearing unless such closure is waived by the defendant.

**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. No disciplinary action shall occur without due process as described under Disciplinary Action. 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: Disciplinary Action –

1. **Suspension** - 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, suspend the defendant from all privileges and activities 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.
2. **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 recommendations. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not sooner than 30 days after the date of the Board’s recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Boards findings and recommendations and shall invite the defendant, if present, to speak in his own behalf if he wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board’s suspension shall stand.

### STANDING RULES:

None

## OPERATING PROCEDURES

### Section 2: Conduct Prejudicial to the Best Interests of the Club

Written charges with specifications must be filed in duplicate with the Corresponding Secretary, together with a deposit of \$10, which 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. 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.

## Article VII – Indemnification and Finances

**Section 1: Indemnification** – To the full extent permitted by the Washington Business Club act, this club shall indemnify any director, officer or member of the Club against expenses actually and reasonably incurred by him/her or another member in connection with the defense of any action, suit or proceedings, civil or criminal, which said person has been made a party by reason of being or having been such director, officer or member (except in relation to mailers as to which he or she shall be adjudged to be liable for negligence or misconduct in the performance of duty to the Club) and it is authorized to make any other indemnification that may be authorized by the By-Laws or resolution of the Board of Directors.

### Section 2: Finances

- No person or committee can obligate the Club financially without prior permission of the Board of Directors.
- Money in savings is not to be considered part of the Club's yearly funds. Money may be transferred to the checking account only if approved by the Board of Directors.
- **Budget** – An annual budget will be prepared in October and presented to the general membership in November for discussion. Voting on the budget will be at the Annual meeting in December.
- **Authorization of payment of bills** - The Board shall be authorized to approve payment of non- budgeted bills up to a maximum of \$300. All non-budgeted expenditures over this amount shall be referred to the general membership.
- **The Board** shall determine procedures for disbursement of funds.

### STANDING RULES:

**A. Event Budgets.** Chairpersons of individual events such as trials, matches, tracking tests, and seminars shall submit a budget for their event for approval of the Board and shall, upon completion of the event submit a final financial report.

The Board shall set a budget for general club operations and for instructor education.

### **B. Reimbursements and Purchases.**

1. Mileage – any person driving solely for the purpose of club business shall be reimbursed at a rate subject to the current IRS mileage rate for business.
2. Seminar Reimbursement:
  - a. A club member who is not an instructor can apply to the Board before attending a non-CDTA seminar, workshop or class. If the board approves, that member may be reimbursed up to \$50.00 for the cost of the seminar. In order to receive this reimbursement, the member must submit an oral or written report on the activity attended. The Board will approve a maximum of two reimbursements for each individual activity. (That is, if three people from the club decide

- to attend a particular seminar, only the first two who applied would be approved for reimbursement)
- b. Within twelve consecutive months of teaching a session of classes, club instructors may apply through their respective committee chairpersons to attend a non-CDTA seminar, workshop, camp or class. With the approval of the committee chairpersons, the Board may approve a reimbursement of up to \$400.00 toward the cost of the activity. The Board will approve a maximum of two reimbursements for each individual activity. (That is, if three people from the club decide to attend a particular seminar, only the first two who applied would be approved for reimbursement)
  - c. An individual member is only eligible for one reimbursement per year.
3. Club-sponsored seminars – Club members who participate with dogs will pay the full rate of the seminar. Club members who are participating as spectators will pay at a rate to be determined by the committee in charge of the event.
  4. For large purchases (such as food for a trial) either method below may be followed.
    - a. The amount budgeted may be given to the person by the treasurer in advance of the event. Following the purchase, receipts and any cash remaining must be returned to the treasurer. The total of both must add up to the amount advanced.
    - b. Individuals may use their own money to purchase needed items and obtain reimbursement following the event. Receipts **must** be submitted.

**C. Payment of bills.** To request a reimbursement from the Treasurer, the member should complete a reimbursement request form. No reimbursement will be provided without receipts or appropriate documentation of the expenditure(s).

**D. Authorization of payment of bills.** The Board shall be authorized to approve payment of non-budgeted bills up to a maximum of \$300. All non-budgeted expenditures over this amount shall be referred to the general membership.

**OPERATING PROCEDURES:**

None

## Article VIII – Amendments

**Section 1: Proposal** – Amendments to the Constitution and By-Laws may be proposed at any regular monthly general meeting.

**Section 2: Passage** – Passage of the amendment requires a 2/3 majority of the members present and voting at the meeting.

### **STANDING RULES:**

Amendments to the Standing Rules and Operating Procedures may be made by the Board.

### **OPERATING PROCEDURES**

Proposed amendments to the Constitution and By-Laws shall be published in the first newsletter following the meeting at which they are proposed and notice given in the newsletter that these proposals will be voted on at the next meeting. At the meeting, the proposed amendments will be open for discussion prior to the vote being taken.

## Article IX – 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, whether voluntary or involuntary or by operation of law, none of the assets of the Club shall be distributed to any member of the Club.

Club assets will be liquidated as described in the Standing Rules and Operating Procedures for Equipment (Article V-Standing Rules, E-3). Proceeds will be used to pay any debt and any remaining money shall be given to a charitable organization for the benefit of dogs, as authorized by the Board of Directors.

### **STANDING RULES:**

None

### **OPERATING PROCEDURES**

None

## Article X – Order of Business

**Section 1: – Meetings:** Order of Business in all Club Meetings and Board Meetings as far as the character and nature of the meeting may permit, shall follow a set agenda.

**Section 2: - Rules of Order** – the rules contained in the current edition of Roberts 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 special rules of order the Club may adopt.



## **STANDING RULES**

**Section 1: Meetings** Set agendas for the meetings are as follows.

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

- Approval of Minutes of last meeting as published
- Report of the Corresponding Secretary
- Report of Treasurer
- Reports of Committees (any reports not given at the board meeting shall be submitted in writing)
- Unfinished business
- New business
- Adjournment

**Club Meetings** – At meetings of the Club, the order of business, as far as the character and nature of the meeting may permit, shall be as follows:

- Introductions
- Election of new members
- Unfinished business
- New business
- Adjournment

### **Annual General Meeting**

- Approval of Proposed Budget for next year.
- Election of Officers and Board
- Adjournment
- Issuance of Awards

## **OPERATING PROCEDURES**

None