



Heart of Ohio Sussex Spaniel Club
Constitution and Bylaws

June 2011

CONSTITUTION

ARTICLE I

Name and Objects

SECTION 1.

The name of the Club shall be: "Heart of Ohio Sussex Spaniel Club."

SECTION 2.

The objectives of the Club shall be:

- a.) to encourage and promote the ethical and quality breeding of purebred Sussex Spaniels and to do all possible to bring their natural qualities to perfection.
- b.) to urge members to accept the Standard of the Breed as approved by the American Kennel Club as the only standard of excellence by which Sussex Spaniels shall be judged;
- c.) to do all in its power to protect and advance the interest in the breed by encouraging sportsmanlike competition at dog shows, obedience trials, hunt tests, and any other AKC sanctioned events or competitions;
- d.) to conduct sanctioned specialty shows, obedience trials, hunt tests, and other American Kennel Club sanctioned events, for which the club is eligible, under the Rules and Regulations of the American Kennel Club.

SECTION 3.

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

SECTION 4.

The members of the Club shall adopt and may from time to time revise such Bylaws as may be required to carry out these objects.

BYLAWS

ARTICLE I

Membership

SECTION 1. Eligibility

There shall be three types of membership open to all persons who are in good standing with The American Kennel Club and who subscribe to the purpose of this Club.

- a.) Regular Membership – voting members over eighteen (18) years of age with privileges including but not limited to holding office, voting and the eligibility to participate in all Club functions, competitions, and awards;
- b.) Associate Membership - non-voting members over eighteen years of age, with all privileges to participate in Club functions, competitions, and awards, but may not vote or hold office.
- c.) Junior Membership – any person nine (9) through (seventeen) 17 years of age. The junior member may not hold office or vote but is eligible to participate in all Club functions, competitions, and awards. They can become Regular members at the beginning of the next fiscal year following their eighteenth birthday.

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.

SECTION 2. Dues

Membership shall not exceed Thirty dollars (\$30.00) per year, payable on or before the 1st day for January of each year. Associate Member dues are not to exceed Twenty five dollars (\$25.00), and Juniors are exempt from dues. Membership will be automatically terminated if not paid within 30 days of current year. During the month of November, the Treasurer shall send to each member a statement of dues for the ensuing year. Dues shall not be refunded if membership is terminated as described in Section 4(a), (c).

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 Bylaws of the Heart of Ohio Sussex Spaniel Club and the rules and regulations of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two (2) Regular members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. The type of membership applied for is up to the discretion of the applicant. The application is to be read at the first meeting of the club following its receipt by the Secretary. At the next club meeting the application will be voted upon and affirmative votes of two-thirds (2/3) of the members present and voting by secret ballot at the meeting shall be required to elect the applicant All original applications are to be filed with the Secretary.

- (a) Following the voting, the Applicant shall be promptly notified by the Secretary by mail of his acceptance or rejection. An applicant who has been rejected by the Club may not reapply for any type of membership for a period of six (6) months.
- (b) A minimum of four (4) meetings per each fiscal year must be attended by any Regular member in order to qualify for candidacy for either a Officer and/or a Board position.
- (c) To upgrade to a Regular membership, the Associate member must submit their wishes to the Secretary in writing. The Secretary will notify the membership by reading their letter at the next General Meeting and the application for Regular membership shall then be voted on by secret, written ballot. An affirmative vote of two-thirds (2/3) of the voting members present is needed for approval. All original applications are to be filed with the Club Secretary.
- (d) To have a lapsed membership reinstated, the person or persons must follow the same rules and guidelines set down for new membership.

SECTION 4. Termination of Membership

Memberships may be terminated:

- (a) By resignation – Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- (b) By lapsing – A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the first day of the fiscal year; however, the Board may grant an additional thirty (30) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at the Club meeting whose dues are unpaid as of the date of that meeting;
- (c) By expulsion – A membership may be terminated by expulsion as provided in Article VI of these By-Laws.

ARTICLE II

Meetings and Voting

SECTION 1. Club Meetings

Meeting of the Club shall be held bi-monthly in the city of Mansfield, OH (or as near thereto as practical.) at such place, date, and hour as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed/e-mailed to all Club members by the Secretary at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be twenty (20%) of the members in good standing.

SECTION 2. Special Club Meetings

Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any Regular or Special meeting of the Board, and shall be called by the Secretary upon receipt of a petition signed by five (5) members of the Club, who are in good standing. Such Special meetings shall be held in the City of Mansfield, OH (or within the greater Mansfield, OH area) at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed/e-mailed to all Club members by the Secretary at least five (5) days and not more than fifteen (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 twenty (20%) of the Regular members in good standing.

SECTION 3. Board Meetings

Meetings of the Board of Directors shall be held bi monthly in the city of Mansfield, OH (or as near thereto as practical) at such place, date, and hour as may be designated by the Board. Written notice of each such meeting shall be mailed/e-mailed to Board members by the Secretary at least ten (10) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

SECTION 4. Special Board Meetings

Special meetings of the Board may be called by the President, and shall be called by the Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such Special meetings shall be held in the City of Mansfield, OH (or as near thereto as practical) at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed/e-mailed to all Board members by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the Board. Any member in good standing is welcome to attend any Special Board meeting.

SECTION 5. Voting

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

ARTICLE III

Directors and Officers

SECTION 1. Board of Directors

The Board of Directors shall be comprised of the Officers and three (3) other persons all of whom shall be members in good standing and shall be elected for two (2) year terms at the Club's Annual meeting as provided in Article IV. They shall serve until their successors are elected. The President, Treasurer and one (1) Board Member being elected in the even years and Vice-President, Secretary and two (2) Board members being elected in the odd years. General management of the Club's affairs shall be entrusted to the Board of Directors All Officers and Board Members shall be limited to three (3) consecutive terms in any one position. A member, in good standing, is eligible to run for/and hold any other Board of Directors position at the next consecutive term, if so nominated and voted into office. Subject to the conditions set forth above

SECTION 2. Officers

The Club's officers consisting of the President, Vice-President, Secretary and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- (a) The President shall preside at all meetings of the Club and of the Board, and shall have the duties and Powers normally appurtenant to the office of the President, in addition to those particularly specified in these By-Laws. Except for voting for the election of the Board and Officers and new members, the President will vote only to break a tie. The President may authorize the spending of \$25.00 without prior Board approval.
- b.) The Vice-President shall have the duties and exercise the power of the President in case of the President's death, absence or incapacity. The Vice-President shall also have the responsibility of Club Parliamentarian.
- c.) The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club; have charge of the correspondence, notify members of meetings, notify officers and directors of their election to office, notify, keep a roll of members of the Club with their addresses, notify applicants for membership of their status with the Club and carry out such other duties as are prescribed in these Bylaws.
- d.) The Treasurer shall collect and receive all moneys due to or belonging to the Club. Moneys shall be deposited in a bank designated by the Board, in the name of the Club. The books shall at all times be open for inspection by the Board and a report shall be given at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the Annual Meeting the Treasurer shall render an accounting of all moneys received and expended during the previous year. The Treasurer may be bonded in such amount, as the Board of Directors shall determine.

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 the current 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 President shall be filled automatically by the Vice President and the resulting vacancy in the office of the Vice President shall be filled by the Board.

ARTICLE IV

The Club Year, Annual Meeting, Elections

SECTION 1. Club Year

The Club's fiscal year shall begin on the first day of January and end on the last day of December. The Club's official year shall begin immediately at the conclusion of the election at the Annual Meeting and shall continue through the election at the next Annual Meeting.

SECTION 2. Annual Meeting

The Annual Meeting shall be held in July at which Officers and Directors for the ensuing year shall be elected by secret, 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 turn over to their successor, all properties and records relating to that officer within thirty (30) days after the election. An Auditing Committee of three (3) from the General membership shall be selected by the Board at May Membership Meeting. They shall audit the Treasurer's books and bring a written report to the Annual meeting. In addition, reconciliation by an independent accountant or bookkeeper should be done every three (3) years.

SECTION 3. Elections

The nominated candidates receiving the greatest number of votes for such positions shall be declared elected.

SECTION 4. Nominations

No person may be a candidate in a Club election who has not been nominated.

- 1) During the month of March, the Board shall select a nominating committee consisting of three members and two (2) alternates, not more than one (1) of whom may be a member of the Board.
- 2) The Secretary shall immediately notify the committeemen and alternates of their selection.
- 3) The Board shall name a Chairman and it shall be his duty to call a committee meeting which shall be held on or before April 15th.
- 4) The committee shall nominate one candidate for each Office and Board position to be vacated. After securing the consent of each person so nominated, the Committee Chairman shall immediately report their nominations to the Secretary in writing.
- 5) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two (2) weeks before the May meeting, notify each member in writing of the candidates so nominated.
- 6) Any additional nominations may be made at the May meeting by any members in attendance, provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.
- 7) Nominations **cannot** be made at the Annual meeting or in any manner other than as provided in this Section.

ARTICLE V

Committees

SECTION 1. Committees

The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows, trophies, annual prizes, membership, and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid on particular projects.

SECTION 2. Termination

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 all the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

SECTION 2. Charges

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of Fifty dollars (\$50.00) which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges and specifications to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breed. 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 (3) weeks or more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and the assurance that the defendant may personally appear in his own defense and bring witnesses if he/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 that regard. Should the charges be sustained, after hearing all the evidence and the testimony presented by complainant and defendant, the Board may by a majority vote of those present reprimand the defendant or it may suspend the defendant from all privileges of the Club for not more than six months (6) 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 findings shall be put in written form and filed with the Secretary. The Secretary, in turn shall notify each of the parties of the Board's decision and penalty, if any.

SECTION 4. Expulsions

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a Regular or Special meeting of the Club to be held within sixty (60) days but not earlier than thirty (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 Board's findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf if he/she wishes. The members in good standing shall then vote by secret ballot on the proposed expulsion. A two thirds (2/3) 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.

ARTICLE VII

Amendments

SECTION 1. Amendments to the Constitution and Bylaws

Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent (20%) of the Regular voting 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 to the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

SECTION 2. Amendment Approval

The Constitution or Bylaws may be amended by a two thirds (2/3) vote by secret ballot of the members present and voting at any Regular or Special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed/emailed to each member at least two (2) weeks days prior to the date of the meeting.

SECTION 3. Approval by The American Kennel Club

No amendment to the constitution bylaws that is adopted by the club shall become effective until it has been approved by the Board of Directors of The American Kennel Club.

ARTICLE VIII

Dissolution

SECTION 1. *Dissolution*

The Club may be dissolved at any time by the written consent of not less than two thirds (2/3) 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 the 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. *General Meetings*

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

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of officers and board (at annual meeting) , Election of New members if applicable
- Unfinished business
- New business
- Adjournment

SECTION 2. *Board Meetings*

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

Reading of minutes of last meeting	Report of Secretary
Report of Treasurer	Reports of committees
Unfinished business	New Business
Adjournment	

ARTICLE X

Parliamentary Authority

SECTION 1. Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any other special rules of order the Club may adopt.

GLOSSARY

Member in good standing – An individual who is not suspended by the American Kennel Club or their Club and whose dues for the year are already paid.

Types of membership (Article I, Section 1):

Regular (Individual) – Enjoys all club privileges including the right to vote and hold office.

Associate – Entitled to all clubs privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the clubs area but are not active.)

Junior – Open to children over the age nine (9) of and under the age of 18 years of age; a non –voting/non-office holding membership which may convert to regular membership at the age of 18.

Uppermost limits for dues – In order to avoid frequent bylaw amendment, an uppermost limit (i.e. - Dues shall not exceed \$50.00) should be included for each type of membership, in addition to when and by whom the dues are set each year.

Reprimand – A written warning to a member after charges have been filed in accordance with the bylaws and it is determined that the member's conduct was not severe enough to warrant a suspension or a recommendation for expulsion.

Notices – All club notices must be sent either via the US Postal Service or e-mail in accordance with current AKC policy.

Votes on Bylaw Amendments – After amendments are voted upon, the club must provide AKC with the number of members in good standing as well as the date of the vote, and the number who voted for and against. A copy of the revised document must be submitted to AKC as soon as it is printed.