

# Oklahoma City Obedience Training Club

## Constitution and Bylaws

Revised 11/17/2015

# CONSTITUTION AND BYLAWS

## OKLAHOMA CITY OBEDIENCE TRAINING CLUB, INC.

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# CONSTITUTION AND BYLAWS

## OKLAHOMA CITY OBEDIENCE TRAINING CLUB, INC.

### ARTICLE I: NAME

The name of this organization shall be: OKLAHOMA CITY OBEDIENCE TRAINING CLUB, INCORPORATED.

### ARTICLE II: OBJECTIVES

The main objectives of this Club shall be:

- a) The encouragement of interest in obedience training and showing of all breeds of dogs;
- b) The holding of classes for the purpose of instructing individuals in the proper procedures of training them to train their dogs in obedience;
- c) The encouragement and holding of obedience trials under the rules and regulations of The American Kennel Club and any AKC events for which the club is eligible under the Rules and Regulations of the American Kennel Club.

### ARTICLE III: OFFICERS

#### Section 1. List of Elective Offices of the Club:

The elective officers of this organization, by whom its objectives shall be diligently prosecuted, shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Training Director, and at least three but no more than four Directors.

#### Section 2. Constitution of Board of Directors:

These elective officers shall constitute the Board of Directors, and each such officer must be a Regular member in good standing.

**Section 3. Term Limits of Officers:**

No officer shall hold the same office for more than two consecutive terms except under special circumstances in which this rule can be waived by the Board of Directors, and by a majority vote of the Regular members in good standing, present and voting at a regular meeting of the Club or at a Special meeting called for that purpose.

**ARTICLE IV: ELECTION OF OFFICERS**

**Section 1. Nomination Committee:**

The Nominating Committee shall present a list of nominees for the offices of the Club as listed in Article III hereof at the regular May Meeting. Additional nominations may be made from the floor at the regular May meeting and at the regular June meeting, which meeting shall be the Annual Meeting of the Club, at which time the election shall be held.

**Section 2. Election Process:**

The voting for such nominees shall be done by secret ballot. The nominees for any such office, who receives a majority of the ballots cast by Regular members in good standing, present and voting, shall be declared elected to such office.

**ARTICLE V: VACANCIES**

In the event an elective office becomes vacant, either by resignation or otherwise, such vacancy shall be filled no later than the 2<sup>nd</sup> Regular meeting of the Club following the creation of such vacancy. Election of officers to fill such vacancies shall be in the manner prescribed in Article IV Hereof.

**ARTICLE VI: DUTIES AND OFFICERS AND DIRECTORS**

**Section 1. President:**

- a) Shall preside at all meetings of the Club and of the Board of Directors;

- b) Shall have the power to call Special meetings. Upon receipt of a written request, signed by fifteen or more members in good standing, setting forth the object of such meeting, the President shall call a special meeting for the consideration thereof;
- c) Shall be a member of all committees, *ex-officio*;
- d) Shall recommend for Board approval, Chairmen of Committees and other appointees as specified in Article VII, Section 5.

**Section 2. Vice-President:**

- a) Shall preside at any meeting of the Club or Board in the absence of the President;
- b) Shall be responsible for keeping the Rules and Regulations current with any changes recorded;
- c) Shall perform such other duties as are prescribed in the Bylaws.

**Section 3. Recording Secretary:**

- a) Shall attend all meetings of the Club and of the Board, keeping accurate minutes of the proceedings thereof;
- b) Shall preserve all above-mentioned records for the Club;
- c) Shall at such meetings of the Club, either by direction of the President or upon request by a member, read to the membership the minutes of the preceding Club meeting and Board meeting;
- d) Shall present an Annual Report, consisting of a resume' of the accomplishments of the Club during the year, to the membership at the Annual Meeting;
- e) Shall be responsible for obtaining the President's Plaque to be presented to the retiring President.
- f) Shall perform such other duties as are prescribed in these Bylaws.



**Section 4. Corresponding Secretary:**

- a) Shall notify applicants for membership in the Club of their election or rejection by mail within ten days of the regular membership meeting date upon which applicants were voted;
- b) Shall send by USPS mail, email or personally deliver to all newly elected members of the Club a copy of these Bylaws and a copy of the Regulations;
- c) Shall carry on correspondence of the Club;
- d) Shall preserve all above-mentioned correspondence and membership records for the Club;
- e) Shall compile and distribute the Club's new membership directory each year to all club members in good standing. The roster of paid members used to prepare the directory shall be obtained from the Treasurer;
- f) Shall notify club members of the membership renewal deadline via phone, USPS mail, email, or through other social media such as the club website, and shall attempt to contact any club member in good standing, who has not renewed by the deadline, directly via phone USPS mail or email. They also shall receive renewal dues from club members.
- g) In the event of the absence of or incapacity of either Secretary, during any club meeting, these offices shall be considered interchangeable.

**Section 5. Treasurer:**

- a) Shall have custody of all Club funds;
- b) Shall deposit all of such Club funds in an institution or institutions approved by the Board of Directors in the name of and to the credit of the "Oklahoma City Obedience Training Club, Inc." from which disbursements shall be made by checks, or authorized debit cards.

- c) Shall keep the financial accounts of the Club and shall make a report of the status thereof at each regular meeting of the Club or at any other time the President may so require;
- d) Shall pay all regularly recurring Club bills and all outstanding Club bills which have been authorized by the Club;
- e) Shall collect training fees from the Registrars;
- f) Shall make a full written report of the finances of the Club at the Annual Meeting, which report shall have been examined by the other officers of the Club;
- g) Shall keep an accurate list of the members of the Club who have paid their annual dues and shall provide such membership list to the Corresponding Secretary as needed;
- h) Shall write checks on any accounts for club funds;
- i) The office of Treasurer shall be bonded in an amount deemed necessary and sufficient by the Board of Directors. The premium of such bond shall be paid by the Club.

**Section 6. Training Director:**

- a) Shall appoint all instructors of training classes and shall supervise all training sessions;
- b) Shall formulate training programs and methods of training, subject to approval by the Board of Directors before being utilized;
- c) Shall be responsible for the scheduling and when necessary, the cancellation of training classes , all materials necessary for the training classes, Introduction Night for Beginners training classes, Novice class grading and graduation, and for the Christmas Gifts for all instructors of the Club;
- d) Shall be responsible for Training Manuals;

- e) Shall recommend the following appointments to the Board of Directors for approval:
  - 1) An Assistant Training Director for each night
  - 2) Webmaster
  - 3) Maker of Graduation Mortarboards
  - 4) Registrars(Beginning and Advanced)
  - 5) Properties Chairman
  - 6) Set-up Person(s)
    - a. Telephone Inquiry
- f) Shall have the right and the power to reject any objectionable dog and/or person whose presence is considered detrimental to the successful operation of training classes.

**Section 7. Directors:**

- a) Shall serve as liaison between the Board of Directors, the Committee Chairmen, and the Trial Chairmen. The Directors shall also serve as liaison for such activities as Special Events, Social Activities, and Ring Stewards for other organizations' trials;
- b) The duties described above shall be delegated by the President at the first Board meeting of the new officers.

**ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS**

**Section 1. Composition of Board of Directors:**

The Board of Directors (herein referred to as the Board) shall consist of ALL the elected officers as described under Article III hereof. At all meetings of the Board of Directors a majority of the membership of the Board shall constitute a quorum. At no meeting of the Board, either Regular or Special, shall any official

business of the Club be conducted without the presence of a majority of the membership of the Board.

**Section 2. General Management of Club:**

Shall have the general management of the business and of the affairs of the Club and, generally, perform all duties pertaining to the office of the Board, provided, however, that all powers covered by this Article (VII) of the Constitution and Bylaws shall be exercised subject to all the provisions of the Constitution and Bylaws of the Club and of the Statutes of the State of Oklahoma and all amendments thereof and additions hereto.

**Section 3. Supervision of Fiscal Aspects:**

Shall have supervision of the funds, assets and properties of the Club. The Board shall make all necessary contracts for the Club and shall carry on the affairs of the Club except where such powers have been delegated to committees, officers of the Club, or members of the Club.

**Section 4. Matters of Dispute and Interpretation:**

All matters in dispute as to interpretation of the Constitution and Bylaws of the Club shall be submitted to the Board for its consideration and interpretation. The ruling of the Board shall be decisive and final unless reversed by a majority vote of the Regular members in good standing, present and voting, at a Regular meeting of the Club or at a Special meeting called for that purpose.

**Section 5. Approval of Presidents nominations:**

Shall consider for approval at the Board meeting directly following the annual election of officers, or as soon thereafter as possible, Chairmen of the following named committees and appointees recommended by the President:

a) Chairmen:

- 1) Christmas Party

- 2) Fund Raising
  - 3) Isabel Graham Good Sportsmanship
  - 4) July Picnic
  - 5) Rhoda Berry Junior Achievement Award
  - 6) Membership
  - 7) Arthur McCasland Memorial Award
  - 8) Nominating
  - 9) Program
  - 10) Publicity
  - 11) Scholarship
  - 12) Trial Chairman
  - 13) Other Committees as deemed necessary by the Board
- b) Appointees:
- 1) Flowers
  - 2) Historian
  - 3) Hospitality – Club Meetings
  - 4) Librarian
  - 5) Newsletter Editor
  - 6) Parliamentarian
  - 7) Sergeant at Arms
  - 8) Trial Secretary, if needed
  - 9) Other appointments as deemed necessary by the Board.

**Section 6.** Approval of Training Program:  
Shall either:

1) Approve the Training Program and Training Procedures as submitted by the duly elected Training Director, as detailed in the Constitution and Bylaws, Article VI, section 6 and the Rules and Regulations, Article VII

Or

2) Formulate a Training Program and Training Procedures which the Training Director will follow in the training classes, subject to Board review throughout the year.

**Section 7. Training Director Vacancy:**

Shall act as a single unit to fulfill the duties of the Training Director in the event the position of the Training Director becomes vacant until such time as a special election to fill the vacancy can be held. The Board may appoint a club member to temporarily fill the vacancy until the election is held.

**Section 8. Recommend Training Fees:**

Shall recommend training fees to the membership for approval.

**Section 9. Determination Salary of Set-up Person:**

Shall determine the salary paid for the services of the set-up person.

**Section 10. Appointment of Trial Secretary:**

Shall appoint the Trial Secretary for such trials independently sponsored by the Club. This duty is to be performed by the Board of Directors in office immediately following each trial.

**Section 11. Appointment of Spring Trial Chairman:**

Shall appoint a Spring Trial Chairman. This duty is to be performed by the Board of Directors in office immediately following each trial.

**Section 12. Appointment of Fall Show Chairman:**

Shall appoint the Fall Show Chairman. This duty is to be performed by the Board of Directors in office immediately following each trial.

## **ARTICLE VII. DUTIES OF COMMITTEE CHAIRMEN AND APPOINTEES**

### **Section 1. Chairmen:**

#### a) Christmas Party Chairman:

- 1) Shall prepare a list of suitable locations for the party for Board approval.
- 2) Shall, with committee members, organize suitable activities/programs for the occasion.
- 3) Shall collect fees from participants, and obtain invoices for the Treasurer to pay bills.

#### b) Fund Raising Chairman:

- 1) Shall plan activities that can be used to obtain addition monies for the Club.

#### c) Isabel Graham Good Sportsmanship Chairman:

- 1) Shall, with other committee members, select one club member who best exemplifies the principles embodied in this award.
- 2) Shall have available at the July picnic, the award provided by OCOTC for presentation to the recipient.

#### d) July Picnic Chairman:

- 1) Shall prepare a list of suitable locations for the July picnic for Board approval.
- 2) Shall, with other committee members, prepare suitable activities/programs for this occasion.
- 3) Shall collect fees from participants and collect invoices for the payment of bills by the Treasurer.

#### e) Rhoda Berry Junior Achievement Award Chairman:

- 1) Shall, with other committee members, select one young member of the club who has the best principles in dog obedience training.
  - 2) Shall have available a suitable plaque for presentation at the picnic.
- f) Membership Chairman:
- 1) Shall receive all applications, with initial membership dues, for admission to membership of whatever kind in the Oklahoma City Obedience Training Club, Inc., as outlined in Article XI hereof.
  - 2) Shall review all applications and verify membership requirements as prepared by the applicant and shall submit the completed applications to the Board of Directors for consideration.
  - 3) Shall also circulate an attendance roster at meetings to determine those present and shall maintain a permanent file of these attendance rosters.
  - 4) Shall maintain a list of members meeting the requirements for reduced training fees and deliver an annual list to the training director.
- g) Arthur McCasland Memorial Award Chairman:
- 1) Shall select two non-club members to serve on the committee.
  - 2) Shall receive sealed nominations for this award
  - 3) Shall process the applications to select one recipient, with the assistance of the committee members.
  - 4) Shall arrange for the plaque to be engraved with the recipient's name and shall make the presentation at the Christmas Party.
- h) Nominating Chairman:
- 1) Shall appoint a committee of at least two members to prepare a list of nominees as set out in Article IV to be presented to the membership at the Regular May meeting. If possible, at least two names for each office shall appear on the list.



- 2) The Nominating Committee shall verify the qualifications of all nominees for all offices.
- i) Program Chairman:
    - 1) Shall make arrangements for lectures, talks, demonstrations, and other types of activities consistent with the Club's purposes and ideals for the entertainment and edification of the members of the Club at the regular club meetings, excluding the Christmas party and picnic.
  - j) Publicity Chairman:
    - 1) Shall make all arrangements for publicity in connection with the obedience trials(s) and any other activity of the Club and shall secure the best possible publicity through the media of radio, television, newspaper, and any other source available.
  - k) Scholarship Chairman:
    - 1) Shall notify Oklahoma State University School of Veterinary Medicine that a scholarship will be offered.
    - 2) Shall select two club members to serve on the committee.
    - 3) Shall process the scholarship application(s) to select a recipient, with the assistance of the committee members.
  - l) Trial Chairman:
    - 1) Shall appoint within sixty days from the date of their appointment, the following Committees, as necessary:
      - a) Trophy Chairman
      - b) Advertising Committee
    - 2) Shall appoint such other additional committees as deemed necessary for the efficient conducting of an obedience trial. All committee appointments shall be subject to approval by the Board of Directors.

- 3) Is responsible for the organization of the trial in compliance with AKC rules.
  - 4) Shall recommend to the Board of Directors and to members of the Club at any Regular meeting of the /Club or at a Special meeting called for that purpose, policies affecting the operation of the Obedience Trial(s). By a majority vote of the Regular members in good standing, present and voting, the Club may approve such recommendations or any portion thereof.
  - 5) Confer with Judge's Liaison regarding judge's panel and contracts.
  - 6)
- m) Other Committee Chairmen
- 1) If future requirements dictate a need for new responsibilities, new chairmen may be appointed.

**Section 2. Appointees:**

The following appointees shall be appointed by the President

- a) Flowers: Shall send flowers to members and their families who have been reported ill, hospitalized, or deceased.
- b) Historian: Shall preserve and maintain all historical data of the Club, including pictures, publicity releases, etc. These data shall be collected in scrapbooks and maintained as property of the club.
- c) Hospitality – Club Meetings: Shall arrange for members to serve a host/hostess for refreshments at club meetings.
- d) Librarian:
  - 1) Shall keep an inventory of books, manuals, and tapes owned by the club.
  - 2) Shall check out and check in items loaned to Club members and trainees.

- 3) Shall collect deposits on items requiring such and shall return deposits when items are returned.
- e) Newsletter Editor:
- 1) Shall prepare a monthly newsletter.
  - 2) Shall arrange for distribution to all members in good standing.
  - 3) All business ads to appear in the Courier newsletter must be approved by the Board of Directors.
- f) Parliamentarian: Shall rule on controversial points of parliamentary procedure during meetings of the Club. Decisions shall be final unless reversed by a majority vote of the Club assembled. Roberts Rules of Order shall be the official rules of parliamentary procedure for the Club. A copy of Roberts Rules of Order will be available at all meetings.
- g) Sergeant at Arms: Shall maintain order at all meetings conducted by the Club.
- h) Judge's Liaison:
- 1) After the judges have been selected from nominations made by the members at a regular meeting, the Judge's Liaison shall contact the judges receiving the highest number of votes in preference order immediately to determine their availability.
  - 2) If any judge so contacted is unable to accept the assignment, the judge next in preference shall be contacted until the slate is complete.
  - 3) Shall obtain the judge's signature on a contract in a timely manner.
  - 4) Is responsible for the applications for the trial(s) and judge's panel and is the AKC contact.
- i) Other Appointees:
- 1) If new categories of need arise, appointees may be made to fill the new requirements.

## **ARTICLE IX. DUTIES OF APPOINTEES OF TRAINING DIRECTOR**

The following chairmen shall be appointed by the Training Director.

### **Section 1.** Assistant Training Directors:

- a) Shall assist the Training Director whenever necessary or needed.
- b) Shall be in charge in the absence of the Training Director.
- c) Shall arrange for handlers and their dogs to demonstrate for new students, procedures and techniques used in different levels of training such as novice, open, and utility.

### **Section 2.** Maker of Graduation Mortarboards:

Shall make mortarboards for dogs graduating from the novice class,

### **Section 3.** Properties:

- a) Shall, at the beginning of each fiscal year of the Club, conduct a physical inventory of all the equipment belonging to the Club, furnishing a copy of this inventory to the Training Director, President and the Recording Secretary, for file.
- b) Shall see that all equipment is properly maintained.

### **Section 4.** Registrars:

- a) Shall be in contact with all persons enrolling in obedience training classes.
- b) Shall be responsible for preparing and setting up new classes in cooperation with and on approval of the Training Director.
- c) Shall prepare class rosters for instructors and the Training Director.
- d) Shall provide the Treasurer with names of enrollees and all monies collected.

### **Section 5.** Set-up Person:

- a) Shall arrange training space and equipment for each class for each night of train.

- b) Shall be responsible for promptly setting up and taking down the equipment as needed for each class, storing the equipment at the close of each teaching night.

**Section 6. Telephone Inquiry Appointee:**

Answer questions of callers relative to beginning dates of training, length of course, times available for classes, enrollment procedures, etc.

**Section 7. Webmaster:**

To keep all areas and links on the webpage updated under the direction of the Training Director.

## **ARTICLE X. MEETINGS**

**Section 1. Official Year:**

The official year of the Oklahoma City Obedience Training Club, Inc., shall be from July 1 to June 30, inclusive.

**Section 2. Membership Meetings:**

The Club shall hold a membership meeting once each calendar month of the year.

**Section 3. Special Meetings:**

Special meetings of the Club may be called as provided in Article VI, Section 1(b) of these Constitution and Bylaws. When such Special Meetings are called, a notice must be sent to all club members in good standing, stating the time, place and purposes thereof, and shall be postmarked at least seven (7) days prior to the meeting. Business shall be limited to items covered in the notice.

**Section 4. Order of Business at Meetings:**

Insofar as the purpose, character, and nature of the meeting (whether a Regular or Special meeting of the Club) will permit, the order of business shall be as follows.

- a) Call to Order.
- b) Minutes of the preceding meetings, both Club and Board.
- c) Reports of Officers, Committees, and Individual Members.

- d) Introduction of Guests.
- e) Election of Officers at the Regular June Meeting
- f) Unfinished Business
- g) New Business
- h) Adjournment

Programs, if any, shall be presented either before or after the club meeting, as time allows.

**Section 5. Attendance Roster:**

All members and guests will sign-in on the attendance roster provided, which will be the official record used for membership requirements.

**Section 6. Annual Meeting of Club:**

The Regular membership meeting in the month of June shall be the Annual Meeting of the Club. Such Annual Meeting shall be for the specific purpose of electing officers for the ensuing year, and shall be open only to members in good standing. The term of office for such officers as may be elected at the Annual Meeting shall be from the first of July next following such election and for a period of twelve months.

**Section 7. Quorum:**

In all meetings of the Club whether Annual, Regular, or Special, no official business of the Club shall be transacted without the presence of fifteen or more Regular members in good standing, present and voting.

**Section 8. Board of Directors meeting:**

Members of the duly elected Board of the Directors shall hold a regularly scheduled board meeting once a month. The meeting shall be open to attendance by any club member in good standing. The President may call a Special meeting of the Board as provide in Article VI, section 1(b), and shall notify all members of the Board of Directors of said meeting, the time, place and purpose thereof, no less than 24 hours prior to the time of the meeting. Notification can be made by the most expedient method(s) available, i.e. phone, text message, or email. A quorum of the board is as provided in Article VII, section 1.

## **ARTICLE XI. MEMBERSHIP AND ELECTION TO MEMBERSHIP**

### **Section 1.** Classes of Membership:

The membership of the Oklahoma City Obedience Training Club, Inc., shall be divided into classes as follows:

- a) Individual Membership
  - 1) Regular Membership
  - 2) Reduced Fee Regular Membership
  - 3) Pre-Paid Lifetime Regular Membership
  - 4) Honorary Regular Membership
- b) Associate Membership
- c) Family Membership
- d) Auxiliary Membership

### **Section 2.** Individual Membership:

- a) Any person eighteen years of age or older who has successfully trained and graduated a dog in regular training classes of the Club, or successfully completed requirements for at least a CD title and attended two training sessions, and who has attended three or more meetings of the Club is eligible for membership in the Club and may make application for such membership through the Membership Chairman. Applicant must be sponsored by two club members in good standing, one of whom must have been the applicant's instructor. If such application be approved by the Membership Chairman, the Board of Directors, and by a majority vote by written ballot of the Regular Members in good standing, present and voting, at any Regular meeting of the Club, the applicant may become a Regular member of the Club upon payment of the Club dues and is entitled to all the rights and privileges of a Regular member of the Club. Such member shall be designated a member in good standing.
- b) Regular Members will pay dues in the amount set by the membership of the club.
- c) Reduced Fee Regular Members will pay dues in the amount set by the membership of the club after they have held membership for at least 15 years. This includes Regular members or Family members.
- d) Pre-Paid Lifetime Regular Members will pay a lump sum fee in the amount set by the membership of the club.
- e) Honorary Regular Members pay no fees.

**Section 3. Associate Membership:**

- a) Any person who has not attained the age of eighteen and is not an associate member under a family membership, but who has successfully trained and graduated a dog in regular training classes of the Club, or successfully completed requirements for at least a CD title and attended two training sessions is eligible for Associate Membership in the Club and may make application for such membership through the Membership Chairman.
- b) If such application be approved by the Membership Chairman, Board or Directors and by a majority vote of the Regular members in good standing, present and voting, at any Regular meeting of the Club, the applicant may become an Associate member of the Club upon payment of one half the regular Club dues and is entitled to all the rights and privileges of membership in the Club, except that such Associate Member may not have the right and privilege of voting.
- c) At age eighteen the associate member will pay full dues as an individual member.

**Section 4. Family Membership:**

- a) Any and/or all members of a household living under the same roof wherein one member of said family has satisfied the requirements for membership set forth in this Article XI, section 2(a) and (b) are eligible for Family Membership in the Club and may make application for such membership through the Membership Chairman.
- b) Upon approval of such application by the Membership Chairman, Board or Directors and by a majority vote of the Regular members in good standing, present and voting, at any Regular meeting of the Club, the applicant, or applicants, may become Associate members or Regular members, whichever the case may be, of the Club upon payment of Club dues and shall be entitled to all the rights and privileges of whichever type of membership in the Club the age of the individuals may justify.
- c) Only those members who have satisfied the requirements for membership under Article XI, section 2(a) and (b) or are active participants in the affairs of the club are eligible to vote. The maximum number of votes available under a family membership shall not exceed two (2).

**Section 5. Auxiliary Membership:**

- a) Auxiliary membership is for those who have not completed the requirements for regular membership but wish to participate in the Therapy Dog Program



sponsored by OCOTC. This membership will have absolutely no other privileges afforded a regular member of OCOTC.

- b) Auxiliary membership can be acquired when requirements for the Therapy Dog Program sponsored by OCOTC have been completed by the applicant and his/her dog. This membership will only be in effect for as long as the approved dog is in service with “Paw Print Pals”.
- c) A regular membership can be downgraded to an auxiliary membership if the member has an approved dog. An auxiliary member can only become a regular member when the requirements for a new or reinstated membership have been completed.
- d) The dues for auxiliary membership will be as set forth in the OCOTC regulations.

## **ARTICLE XII. TERMINATION OF MEMBERSHIP**

### **Section 1. Voluntary Resignations:**

All resignations from membership in the Club shall be in writing addressed to the Corresponding Secretary of the Club, who shall make the resignation known to the membership.

### **Section 2. Failure to pay dues:**

Membership shall be terminated for failure to pay dues (See Article XIV, section 2).

### **Section 3. Expulsion:**

Member shall be expelled from the club for cause under Article XIII.

## **ARTICLE XIII. SUSPENSION AND EXPULSION**

### **Section 1. How Charges are filed:**

A charge or charges of conduct prejudicial to the objectives or to the best interest of the Club may be made against any member of the Club at any time by the Board of Directors, by any regularly appointed Committee, or by any member or the Club in good standing. Such charge or charges must be made in writing addressed to the Board of Directors and signed by the President, or by the Chairman of the Committee, or by the individual member(s) making such charge or charges.

### **Section 2. Procedures followed by the President:**

The President of the Board, upon receipt of such written charge or charges must immediately send to the charged member by registered mail to his last known

address an exact copy of the charge or charges as preferred. At the next Regular meeting of the Board of Directors directly following the mailing of a copy of the charge or charges to the member being charged or at a Special meeting of the Board called prior to the next Regular Board meeting, the charged member may be present (with counsel if he desires) and be heard by the Board concerning the charge or charges. After due consideration of the evidence as presented against the charged member, the Board may, by an affirmative vote of a majority of the members of the Board, recommend to the membership that the changed member be suspended from the privileges and the rights of membership in the Club.

**Section 3. Decision of Regular Membership:**

At the next Regular meeting of the Club directly following such action by the Board, or at a Special meeting of the Club called for that purpose, and prior to the next Regular meeting of the Club, the President will read to the members of the Club the original of the charge or charges verbatim, and will report on the action taken by the Board. By a majority vote of the Regular members in good standing, present and voting at this meeting, by written ballot, the charge member may be:

- a) Expelled from membership in the Club;
- b) Suspended from the rights and the privileges of membership in the Club for a definite period of time, established by the Board;

Or

- c) Restored to full Regular membership in the Club.

**Section 4. Members suspended or expelled by AKC:**

Any member of the Club who is suspended or expelled by The American Kennel Club automatically shall be suspended or expelled, as the case may be, from the Oklahoma City Obedience Training Club, Inc. If such member be reinstated by The American Kennel Club, the member may request reinstatement in the Oklahoma City Obedience Training Club, Inc. Such member may be reinstated by a majority vote of the Board at its next regular meeting and by a majority vote of the Regular members in good standing by written ballot at the next Regular meeting of the Club.

**Section 5. Members waive Damages as result of action under this Article:**

All members of the Oklahoma City Obedience Training Club, Inc., by virtue of their acceptance of membership in said Club and being bound by the provisions of this Constitution and by these Bylaws expressly waive any damages or for any

claim of damages sustained by them as a result of the exercise of this provision (Article XIII).

## **ARTICLE XIV. CLUB DUES AND TRAINING FEES**

### **Section 1.** Determination of Dues and Training Fees:

The amount of dues for the different types of memberships outlined herein, the amount of training fees for admission to obedience training classes conducted by the Club, and the times and methods of collection of such dues and fees shall be determined by the Board of Directors and approved by a majority vote of the Regular members in good standing, present and voting, at a Regular meeting of the Club or at a Special meeting of the Club called for that purpose.

### **Section 2.** Delinquency in Payment of Dues:

Any member of the Club who has not paid their dues by July 6 is considered to be delinquent in the payment of dues. Any member of the Club who is still delinquent in the payment of dues after having been notified by the /Club for two consecutive months in writing of such delinquency shall be automatically dropped from the Membership Rolls of the Club. If dues, plus penalty, are not paid by August 31, the person will be considered a former member.

### **Section 3.** Rejoining Club:

Former members may rejoin the Club by:

- a) Attending three meetings or work equivalencies;
- b) Paying current dues;
- c) Submitting a completed Application for Membership, which shall be brought up before the Board and voted on at the next Regular meeting of the Club. (See Article XI, Section 2).

### **Section 4.** When Training Fees, etc., are due:

Training fees and other financial obligations are due and payable at the time commitment is made.

## **ARTICLE XV. VOTING**

### **Section 1.** Voting Eligibility:

Voting on any and all subjects concerning the Club shall be done only by Regular members in good standing, present and voting, at any Regular meeting, Annual Meeting or Special Meeting of the Club.

**Section 2. Restrictions on Voting:**

Voting by proxy or by written absentee ballot will not be recognized or honored in the counting of ballots on any vote at any meeting. Under no circumstances shall the Club be bound by action taken by the members of the Club in any meeting of the Club wherein and whereat there are less than fifteen Regular members in good standing, present and voting, except, however, should the number of Regular members in good standing listed on the Membership Rolls of the Club become less than fifteen, then and in that case a majority of the Regular members so listed as in good standing shall constitute a quorum for conducting Club business.

**ARTICLE XVI. AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**Section 1. Procedures for Amendments:**

Any proposed amendment or amendments to these Constitution and Bylaws of the Club must be made in writing and filed with the Recording Secretary of the Club not less than fifteen days prior to a Regular meeting, or a Special meeting called for the purpose of considering such proposed amendment or amendments.

**Section 2. Mailing Notices:**

The Recording Secretary of the Club must attempt to contact each member of the Club by USPS mail, at their last known address, or by email at their last known email address, a copy of such proposed amendment or amendments, together with a notice of the date of the meeting, either Regular or Special, at which said amendment or amendments are to be considered, at least seven (7) days prior to the date of such meeting.

**Section 3. Requirements for Amendments:**

Such proposed amendment or amendments to the Constitution and Bylaws can be adopted only by a two-thirds, or larger, affirmative vote by written ballot of the Regular members in good standing, present and voting, at the Club meeting so qualified and designated for the purpose of the consideration thereof.

**ARTICLE XVII. DISSOLUTION**

**Section 1. Requirements:**

At a Special meeting of the Club, called at the written request of two-thirds or more of the Regular members in good standing as listed on the Membership

Rolls of the Club at the time, this Club may be dissolved by a two-thirds, or larger, affirmative vote of the Regular members in good standing, present and voting.

**Section 2. Distribution of Property and Assets:**

In the event of the dissolution of this Club or in the event it shall cease to carry out the objects and purposes herein set forth, all business, property and assets of the Club shall be distributed to such non-profit corporations of like purpose or purposes, as set forth in Article II, as the Directors of this Club may select and designate.

**Section 3. Members cannot Receive Property and Assets:**

In no event shall any of the said assets or property, in the event of dissolution thereof, be distributed to members, either for reimbursement or any sum subscribed, donated, or contributed by such members, or any other such purpose.

APPROVED: BOARD OF DIRECTORS  
OKLAHOMA CITY OBEDIENCE TRAINING CLUB, INC.

//signed//

A handwritten signature in cursive script that reads "Susan A. McClintick". The signature is written in dark ink and is positioned above the printed name of the signatory.

Susan A McClintick, President

April 18, 2017