

Section IV Notice of Meetings:

Seven (7) days notification will be given to each member specifying the place, the day, and the hour of any general meeting. The non-receipt of the notice by any members shall not, nor the accidental omission to give notice to any member invalidates the proceedings or any resolution passed at a general meeting.

Section V Conduct of Meetings:

- a) Meetings shall be conducted in a manner similar to that prescribed by Robert's Rules of Order. Robert's Rules shall be used as a guide only and shall not be mandatory. Controlling motions dealing with conduct of meetings and passed by the membership shall be strictly observed.
- b) The Chairman of the meeting shall suppress any boisterous argument by whatever means is necessary including abrupt termination of the meeting without membership vote.

Section VI Voting:

Voting shall be restricted to active members. Each member, including each officer, Director, and Chairman of the meeting, shall have one (1) vote.

- a) Proxy votes and/or absentee ballots shall not be permitted.
- b) Quorum: Except as noted elsewhere in the Bylaws, business may be conducted with a quorum of twenty-five (25) percent or more of the members present at any meeting, annual, special, or regular.

ARTICLE III AMENDMENT OF BYLAWS

Section I The Bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular or special meeting.

ARTICLE IV MANAGEMENT

Section I The business and property of the *Kern County T.O.P. Dog Club* shall be under the management of a Board of Directors as set forth in the Bylaws.

Section II Directors Meetings:

Special meetings of the Board of Directors may be called at any time or place by the President or by a majority of the Board members, provided each member of the Board of Directors is notified of such special meeting.

Section III Quorum:

At all meetings of the Board of Directors a majority of the members of the Board present shall constitute a quorum for the transaction of business.

Section IV Proxies:

All members of the Board of Directors shall vote in person. No proxies will be accepted.

Section V Vacancies or Inability to serve:

Any vacancies occurring on the Board during the term of office may be filled for the unexpired term of office by a majority of the required membership present and voting at the first regular meeting following the creation of such vacancy.

ARTICLE V

OFFICERS AND DIRECTORS

Section I Number and Title:

The Officers of the *Kern County T.O.P. Dog Club* shall be a President, Vice-President and Secretary/Treasurer.

Section II Board of Directors:

The Board of Directors shall consist of the three (3) Officers, and the immediate Past President.

ARTICLE VI

ELECTION OF OFFICERS

Section I Term of Office:

- a) All regular Officers shall be elected for one (1) year terms.
- b) Director of Training shall be appointed by and serve at the discretion of the President.

Section II Nominations of Officers:

Nomination of Officers shall be made by motions of any voting member from the floor and approved by the majority of the membership, at the annual meeting.

ARTICLE VII

POWERS AND DUTIES OF OFFICERS

Section I The President:

The President shall be the Chief Administrative Officer of the *Kern County T.O.P. Dog Club* and shall have such powers and duties as are provided in these bylaws and as are conferred upon him by the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President shall appoint all standing chairpersons of committees and shall be an ex-officio member of same without the right to vote.

Section II Vice-President:

The Vice-President shall perform the duties and exercise the power in the absence of the President and shall handle all programs for the meeting.

Section III Secretary:

The Secretary shall keep a record of the minutes of all meetings of the *Kern County T.O.P. Dog Club* and of the Board, and of all matters of which a record shall be ordered by the *Kern County T.O.P. Dog Club*.

Section IV Treasurer:

The Treasurer shall keep full and accurate accounts of the receipts and disbursements of the *Kern County T.O.P. Dog Club*. The Treasurer shall receive and deposit all moneys and other valuable effects of the *Kern County T.O.P. Dog Club* in an established bank in the name of the *Kern County T.O.P. Dog Club*. The Treasurer shall pay all expenditures which have been authorized by the *Kern County T.O.P. Dog Club* and shall report all bills paid and payable. Authorized signatures for checks shall be any two (2) members of the Board of Directors with only one signature required on the checks by either signer.

ARTICLES VIII CORRESPONDING SECRETARY

Section I A Corresponding Secretary may be appointed by the President for a one (1) year term.

Section II The Corresponding Secretary shall have charge of all correspondence of the *Kern County T.O.P. Dog Club*. This person shall keep a roll of the members of the *Kern County T.O.P. Dog Club* with their addresses and telephone numbers. The Corresponding Secretary shall notify all members of all business meetings. The Secretary shall perform these duties until appointment of a Corresponding Secretary shall be deemed necessary.

ARTICLE IX POWERS AND DUTIES OF DIRECTORS

Section I The Directors shall have the powers to interpret, make decisions and act on all matters concerning the best interests of the *Kern County T.O.P. Dog Club*, when time does not permit to call a meeting of the membership.

Section II The Directors shall coordinate and assist the various appointed committees in securing their objectives.

Section III **Quorum:**

Business of the *Kern County T.O.P. Dog Club* may be conducted with the majority of the Board Members present.

ARTICLE X COMMITTEES

Section I **Grievance Committee:**

The Grievance Committee shall consist of the Officers of the *Kern County T.O.P. Dog Club* with the President acting as Chairman.

Section II **Duties of the Grievance Committee:**

- a) The Grievance Committee shall be concerned with reported incidences and/or methods of members which appear to be detrimental to the *Kern County T.O.P. Dog Club*.
- b) The findings of the Grievance Committee shall be contained in a written report in triplicate by the Secretary for appropriate action. One (1) copy will remain on file with the *Kern County T.O.P. Dog Club*. One (1) copy will be sent to each of the parties involved.

ARTICLE XI MEMBERSHIP

Membership in *Kern County T.O.P. Dog Club* is not based on sex, race, or religion. To become a member of the *Kern County T.O.P. Dog Club*, the applicant shall follow the steps outlined below:

- a) The interested party shall read, fill out and sign an application for membership, a waiver of liabilities and a standing rules agreement. The signed documents are to be filed with the secretary. In addition, the interested party shall submit a non-refundable Initiation Fee (determined by the board each year) to the treasurer. Duplicate copies of all documents shall be provided to the applicant for his/her record, along with any other educational materials.
- b) The applicant shall have to undergo an evaluation period consisting of attendance at six (6) regularly scheduled club training sessions with a dog if the applicant has one. This evaluation period shall officially commence on the day the applicant's application papers and Initiation Fee are filed with the club. During this evaluation period, active Club members shall have the opportunity to voice any concerns about the potential new member and/or his/her dog(s). Concerns must be voiced to a member of the board of directors. The applicable fees must be paid and six training sessions must be fulfilled before an applicant can be voted into the club, a time frame not to exceed 60 days. The board will then call a general meeting to discuss and vote on the

membership application using a secret ballot method, the results of which shall be mailed to the applicant.

- c) If there are no objections voiced during the evaluation period, and the general membership votes accordingly, the applicant shall be admitted into full membership and paperwork shall be processed.

ARTICLE XII SUSPENSION

Section I Investigations:

The *Kern County T.O.P. Dog Club* shall investigate any charges against a member for alleged misconduct prejudicial to the best interest of the *Kern County T.O.P. Dog Club*.

Section II Charges:

Substantiated charges shall be filed in duplicate with the Secretary. The Secretary shall promptly notify the Board of Directors which shall meet and fix a date of a Board hearing not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall notify the accused member of the hearing by registered mail, together with a copy of the charges, and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

Section III Board Hearings:

The Board shall have complete authority to decide if charges should be dismissed or sustained. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant member, the Board may, by a majority vote of those present, suspend the member from all privileges of the Club until the next general meeting, but not for a period of more than six (6) months from the date of the hearing. If it deems the grievance sufficient, the Board may recommend to the membership that the penalty be expulsion. The decision of the Board shall be put in written form and filed with the Secretary.

Section IV Expulsion:

Expulsion of a member from the *Kern County T.O.P. Dog Club* may be accomplished only at a meeting of the *Kern County T.O.P. Dog Club* following a Board hearing and upon the Board's recommendation as provided in Section III of this Article.

ARTICLES XIII DUES

Section I The annual dues of the *Kern County T.O.P. Dog Club* are payable on or before July 1st and delinquent on the 1st day of August. Non-payment of dues shall result in automatic loss of membership. Reinstatement shall be effected by payment of all delinquent dues for that fiscal year, plus a delinquent fee of ten (10) dollars.

Membership Classifications:

Individual (full voting rights)

Family (full voting rights)

Junior (18 and under) (full voting rights)

Limited (NO VOTING RIGHTS, AND HAS TO PAY ADDITIONAL FEES FOR USE OF CLUB FACILITIES AND EQUIPMENT)

Membership dues will be assessed by the board each year, for each classification listed, plus, a monthly field and equipment fee will be assessed, as needed. All membership classifications have full use of club facilities and equipment, plus full voting rights, except the limited classification. The limited classification has no voting rights, and has to pay a fee for use of club equipment and facilities each

time training is attended. This class was developed for persons wanting to be affiliated with a DVG America club but lives to far away to train on a weekly basis.

ARTICLE XIV CLUB RECORDS AND PROPERTIES

Section I All Officers upon retirement or resignation from office, shall turn over all records, supplies, and property of the *Kern County T.O.P. Dog Club* to the succeeding Officers or any duly authorized member.

ARTICLE XV DISSOLUTION

Section I In the event that at any time the *Kern County T.O.P. Dog Club* is dissolved, all residual funds and assets shall be distributed to another DVG America 501(c)(7) association.

Section II The quorum requirement for a dissolution meeting shall be defined as in Article II, Section V, b.

ARTICLE XVI AMENDMENTS

Section I The Articles of Association and Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting, called for that purpose.

In witness whereof, we have adopted these Articles of Association and Bylaws of *Kern County T.O.P. Dog Club* on July 1, 2004.

Britt Reed _____	Date _____
Jon Thomas _____	Date _____
Ann Thomas _____	Date _____