

# Labrador Retriever Club of Southern California

## Constitution

### ARTICLE 1 – Name and Objectives

SECTION 1. The name of the club shall be the Labrador Retriever Club of Southern California, Inc.

SECTION 2. The objectives of the club shall be:

1. To encourage and promote quality in the breeding of purebred Labrador Retrievers and to do all possible to enhance their natural breed qualities; additionally, the LRCSC requires that puppies will not be sold wholesale to retail outlets for resale. It is recommended that members adhere to this club's Breeder's Code of Ethics (see Standing Rules).
2. To do all in its power to protect and advance interest in the breed by encouraging sportsman-like competition at dog shows, obedience and rally trials, hunt tests, field trials and agility trials.
3. To conduct sanctioned and licensed specialty shows, obedience trials, hunt tests and matches under the rules and regulations of the American Kennel Club (AKC).

SECTION 3. 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. The club may, however, from time to time make charitable donations or offer scholarships that comply with California state regulations.

SECTION 4. 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 objectives.

# By-Laws

## ARTICLE 1 – Membership

SECTION 1. ELIGIBILITY: There shall be two types of membership open to all persons eighteen years of age or older who are in good standing with the American Kennel Club and who subscribe to the objectives of this club. “Full” and “Associate” membership are explained on the membership application.

SECTION 2. DUES: Membership dues shall be payable on or before the first day of January of each year. The amount shall be determined by a vote of the Board of Directors. These dues shall entitle an individual or two (2) members of the same household to all the privileges of club membership. No member may vote or compete for any club special award whose dues are not paid for the current year. During the month of November the Membership Chairperson shall notify each member of their dues for the ensuing year.

SECTION 3. ELECTION TO MEMBERSHIP: Each applicant for membership shall apply on a form as approved by the Board and which shall provide that the applicant agree to abide by this constitution and by-laws and the rules of the American Kennel Club. The application shall state the name, address and occupation of the applicant. Accompanying the application, the prospective member shall submit dues payment for the current year. Membership applications received after September 30 will be prorated to the second January 1 following that application.

All applications are to be filed with the Membership Chairperson and each application is to be read at the first meeting of the Board following its receipt. Applications for Associate Membership will be read at a second Board meeting. If there are no objections to the Associate Member application, the applicant will automatically be accepted as an Associate Member. If there are any objections to the Associate Member application, the application will be denied. Applications for Full Membership will be read at the next Board meeting; the application will be voted upon and affirmative votes of  $\frac{3}{4}$  of the Board members present shall be required to elect the applicant to Full Membership. Applicants for membership who have been rejected by the Board may

not re-apply within twelve (12) months after such rejection. Applicants for Full Membership must have been an Associate Member for a minimum of 12 months.

SECTION 4. TERMINATION OF MEMBERSHIP: Membership may be terminated:

1. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid ninety (90) days after the first day of the fiscal year (January 1<sup>st</sup>), however, the Board may grant an additional grace period to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any club meeting whose dues are unpaid as of the date of that meeting.
2. 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: Regular meetings of the club shall be held at least one (1) time a year in the city of Anaheim or within a radius of fifty (50) miles thereof on such date, time and place as may be designated by the Board of Directors. Notice of each such meeting shall be given at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members in good standing. Regular meetings include all events at which all members of the club are notified and may attend.

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 at such date, hour and place as may be designated by the person or persons authorized herein to call such meetings. Notice of such meeting shall be given 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 20% of the membership in good standing.

SECTION 3. BOARD MEETINGS: Meetings of the Board of Directors shall be held in each of at least four (4) months of the year at such date, time and place as may be designated by the Board of Directors. Notification of such meeting shall be given by the Secretary at least five (5) days prior to the date of the meeting. The quorum for such meeting shall be a majority of the Board. General members are welcome to attend and participate in discussions. Voting at Board meetings is limited to one vote per officer or elected Board member. The President will abstain from voting except in the case of a tie vote.

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 Anaheim, or within a radius of fifty (50) miles thereof, at such place, date and hour as may be designated by the person authorized herein to call such meeting. Notice of such meeting shall be given by the Secretary at least five (5) days and not more than ten (10) 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 meeting shall be a majority of the Board.

SECTION 5. VOTING: Each full member in good standing whose dues are paid for the current year shall be entitled to vote at any General meeting of the club at which that member is present. Proxy voting will not be permitted at any club meeting or election. Board members and officers will have one vote each at General and Board meetings. The President will abstain from voting except in the case of a tie vote.

### ARTICLE III – Directors and Officers

SECTION 1. BOARD OF DIRECTORS: The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and no more than five (5) other persons, all of whom shall be full members in good standing. The President, Vice President, Secretary, Treasurer, and other Board members shall be elected for one-year terms as provided in Article IV, and shall serve until their successors are elected. They shall be nominated and elected by the general membership. General management of the club's affairs shall be entrusted to the Board of Directors. Board members shall be expected to attend all Board meetings.

SECTION 2. OFFICERS: The club's officers, consisting of 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. At no time shall any officer receive any compensation for the performance of any club duties. Officers shall be expected to attend all Board meetings.

1. The President shall:

- a. 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 by these by-laws
- b. Appoint all committees, designate chairman of each with approval of the Board, and shall be an ex-officio member of all committees, except the Nominating Committee
- c. Call for Special meetings of the Board or Membership as needed
- d. The President will abstain from voting except in the case of a tie vote

2. The Vice President shall:

- a. Have the duties and exercise the powers of the President in case of the President's death, absence or incapacity
- b. Assist the President in his/her duties
- c. Secure site for monthly meetings
- d. Secure speakers or presentations for two (2) General Meetings

3. The Secretary shall:

- a. Be responsible for the record keeping of all meetings, including the taking of minutes, typing them, distributing them to the Board, reading them at the next meeting and keeping them in a notebook
- b. Keep a permanent record of minutes, agendas, Treasurer's reports and Membership
- c. Have a complete notebook of all records to pass to the next Secretary
- d. Be responsible for all correspondence including, but not limited to, writing letters, receiving letters and reporting them at meetings
- e. Notify the membership of Special meetings (see Article 11)
- f. Keep a roster of the members of the club with their addresses
- g. Respond to correspondence in a timely manner
- h. Begin the process of securing judges in the event that the Match Secretary or Specialty Secretary has not yet been appointed

- i. Notify the selected members of the Nominating Committee of their selection
  - j. Send out ballots at the conclusion of the Annual Meeting and tally the votes as soon as the deadline date arrives
  - k. Notify officers and directors of their election to office
  - l. Accept membership resignations
  - m. Accept written petition of amendments
  - n. Perform duties as specified in Article VI and elsewhere designated in these by-laws
4. The Treasurer shall:
- a. Collect and receive all monies due or belonging to the club. He/she shall deposit the same in a bank designated by the Board, in the name of the club. His/her books shall at all times be open to inspection of the Board, and he/she shall report to them 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 he/she shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.
  - b. Disburse funds only on the order of the Board of Directors or the membership
  - c. Be a member of the Budget Committee
  - d. Maintain current insurance policies and special riders as needed
5. The elected Board Members shall:
- a. Be expected to attend meetings
  - b. Participate in discussions
  - c. Actively participate in all club events
  - d. Be willing to chair committees as needed by the Board

SECTION 3. VACANCIES: Any vacancies, including resignations, occurring in the Officers of the Board during the year shall be filled until the next annual election by a majority vote of all current members of the Board at its first regular Board 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.

## ARTICLE IV – The Club Year, Annual Meeting, Elections

SECTION 1. THE CLUB YEAR: The club's fiscal year shall begin on the first day of January and end on the thirty-first day of December. The Board's official year shall begin immediately at the conclusion of the election and shall continue through the next election.

SECTION 2. ANNUAL MEETING: The Annual Meeting shall be held in the month of March, at a place, date and time designated by the Board of Directors. Nominations for Board positions will be taken from the floor and added to the slate from the Nominating Committee. Written notice of the annual meeting and the Nominating Committee slate shall be posted in the Retriever Review in the February edition.

SECTION 3. ELECTIONS: The nominated candidate in a club election receiving the greatest number of votes for each office shall be declared elected.

SECTION 4. NOMINATIONS: No person may be a candidate in a club election who has not been nominated. Nominees must be full members in good standing. During the month of January the Board shall select a Nominating Committee consisting of three (3) members and two (2) alternates, not more than one of whom shall be a member of the Board. The Secretary shall immediately notify the committee and the alternates of their selection. The Board shall name a chairperson for the committee and it shall be that chairperson's duty to call a committee meeting which shall be held within two (2) weeks after the committee is notified of its selection.

1. The Committee shall nominate one (1) candidate for each office and one (1) candidate for each of the other positions on the Board, and after securing the consent of each person so nominated, shall report to the Secretary in writing.
2. Upon receipt of the Nominating Committee's report, the Secretary shall immediately notify each member in writing of the candidates so nominated. This can also be accomplished by notifying the Retriever Review Editor for publication, but must be done at least two (2) weeks prior to the Annual Meeting.
3. Additional nominations may be made at the March meeting by any member in attendance provided that the person so nominated does not decline when that member's name is proposed; and provided further that if the proposed candidate is not in attendance at this meeting, that member's proposer shall present to the Secretary a written statement from the proposed candidate signifying that member's willingness to be a candidate. No person may be a candidate for more

than one position, and the additional nominations, which are provided for herein, may be made only from among those members who have not accepted a nomination from the Nominating Committee.

4. Immediately upon conclusion of the March meeting, the Secretary shall prepare and mail a ballot to all Full Members in good standing. Upon receipt of the returned ballots at the deadline day, as specified on the ballot, the Secretary and two (2) other members in good standing, designated by the Board, shall count the ballots and notify the Retriever Review Editor and each candidate of his/her election. The new Board will take office at the next regularly scheduled Board meeting.
5. If no valid additional nominations are forthcoming, the Nominating Committee's slate shall be declared elected and no balloting will be required.
6. Ties shall be broken by a runoff vote for that position.
7. Nominations of officers cannot be made in any manner other than as provided in the SECTION.

#### ARTICLE V – Committees

SECTION 1. Each year, the Board shall appoint standing committees to advance the work of the club in such matters as specialty shows, obedience trials, hunt tests, trophies, annual awards, membership, judges and other areas which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees for particular projects may be selected by the President and approved by the Board.

SECTION 2. Any committee appointment may be terminated by a majority vote of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose service has been terminated.

#### 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 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 or the breed. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of \$20.00, 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 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 which would be prejudicial to the best interest of the club or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the club or the breed, 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, nor more than six (6) weeks thereafter. The Secretary shall promptly send one (1) copy of the charges to the accused member by registered mail, together with a notice of the hearing and an assurance that the accused may personally appear in his/her 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 accused shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and accused, the Board may, by a majority vote of those present, suspend the accused from all privileges of the club for not more than six (6) 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 accused'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. 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 recommendation as provided in SECTION 3 of this Article. Such proceeding may occur at a regular meeting or a special meeting of the club to be held within 60 days, but no earlier than 30 days after the date of the Board's recommendation of expulsion. The accused shall have the privilege of appearing in his/her 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 accused, if present, to speak in his/her own behalf if he/she wishes. Full members in attendance shall then vote by secret written ballot on the proposed expulsion. A 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 by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary, signed by twenty percent of the 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 of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

SECTION 2. The constitution and by-laws may be amended by a 2/3 vote of the full 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 to each member at least two (2) weeks prior to the date of the meeting.

#### ARTICLE VIII – Dissolution

SECTION 1. DISSOLUTION: The club may be dissolved at any time by the written consent of not less than 2/3 of the full members. In the event of the dissolution of the club, whether voluntary or involuntary, or by operation of law, none of the property of the club nor any proceeds thereof nor any asset 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. At the meetings of the club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

1. Roll call/sign in
2. Minutes of the last meeting
3. Report of the President
4. Report of the Secretary
5. Report of the Treasurer
6. Reports of Committees
7. Nomination of Officers and Board (if at Annual Meeting)
8. Election of new members
9. Unfinished Business
10. New Business
11. Adjournment
12. Program

SECTION 2. At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present shall be as follows:

1. Minutes of last Board meeting
2. Report of Secretary
3. Report of Treasurer
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Adjournment

## ARTICLE X – Parliamentary Authority

SECTION 1. 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.

## STANDING RULES

### 1. Committee Responsibilities:

- a. The Specialty Chairman shall be responsible for coordinating the Specialty and obtaining all the committee members to assist in its production.
- b. The Specialty Secretary shall be responsible for obtaining judges, for overseeing the paperwork involved in production of the Specialty.
- c. The Match Chairman shall be responsible for coordinating the events, judges, prizes, etc. for the Match.
- d. The Obedience Chairman shall work closely with the Specialty and Match chairmen, making suggestions about judges, helping with set-up and overseeing all that is necessary for the production of an obedience event.
- e. The Hunt Test Chairman responsibilities are described in the AKC publication, "Regulations and Guidelines for AKC Hunting Tests for Retrievers".
- f. The Working Certificate Chairman is responsible for coordinating the event, finding judges, arranging practice days, etc., according to LRC, Inc. Working Certificate Guidelines.
- g. The Trophy Chairman shall be responsible for making the trophies presentable, engraving, packaging, obtaining sponsors and reporting to the Board.
- h. The Annual Awards Chairman shall be responsible for announcing the awards application deadline, reviewing the AKC "Dogs Defeated" forms, preparing the awards and making the presentations in conjunction with the Specialty.
- i. The Membership Chairman shall be responsible for updating and maintaining the current membership roster, assembling and distributing the annual membership roster, providing the Retriever Review Editor with dues renewal information, receiving dues monies and passing it on to the Treasurer, copying and assembling blank membership applications, providing Board members with applicant information, presenting applications at Board meetings for voting, answering membership questions, providing mailing labels to Retriever Review Editor monthly and to committee/event chairs as needed, ensure applications are available at all club events, mailing new member packets containing Constitution,

By-laws, Roster, Breeder's Code of Ethics, Futurity Rules, Trophy Sponsorship Rules and a welcome letter.

- j. The Judges Committee Chairman shall correspond with committee members to discuss prospective judges, gather information about judges and inform the Board as to the committee's recommendations.

2. Breeder's Code of Ethics (see attached)