

**CONSTITUTION OF  
THE FIVE VALLEY KENNEL CLUB, INC.**

- I. The name of this Club shall be The Five Valley Kennel Club, Inc
- II. The jurisdiction of this Club shall be Missoula, Montana
- III. The objectives of the Club shall be:
  - 1. To promote all breeds of purebred dogs.
  - 2. To conduct sanctioned matches, dog shows, obedience and agility trial, and other performance events under the rules and regulations of the American Kennel Club.
  - 3. To encourage sportsman-like conduct at all events.
  - 4. To provide educational opportunities.
  - 5. To be involved actively and/or financially to prevent inhumane treatment of animals
- IV. 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.
- V. The members of the Club shall revised and adopt such by-laws as may be necessary.

**BY-LAWS**

## **FIVE VALLEY KENNEL CLUB, INC.**

### **Article I. Membership and Dues**

**Sec. 1.** There shall be five types of membership open to persons who are in good standing with The American Kennel Club and who subscribe to the purposes of this club.

- a. **Regular Membership** - Open to persons 18 years of age and above who live with the FVKC jurisdiction. This type of membership enjoys all the club privileges including the right to vote and hold office.
- b. **Junior Membership** - Open to persons 10-17 years of age; cannot vote or hold office and may automatically convert to regular membership upon reaching 18th birthday.
- c. **Associate Membership** - Open to persons 18 years of age and above who live outside the FVKC jurisdiction; cannot vote or hold office.
- d. **Honorary Membership** - Open to an individual who has made significant contributions to the Sport, Breed or the Club; honorary members pay no dues and are not eligible to vote, but can maintain regular membership if they pay dues.
- e. **Life Membership** - Open to those individuals who have been members for a long period of time (usually 20+ years); Life members pay no dues but are eligible to vote and hold office.
- f. Regular membership dues shall not exceed \$25.00 per year, junior and associate membership dues should not exceed \$15 per year, payable on or before the first day of July each year. The Club Secretary shall send notice of dues one (1) month prior to July 1 each year. Dues may be changed by a 20% (1/5) vote of regular members in good standing at the May meeting.
- g. While membership is to be unrestricted as to residence, the Club's primary purpose is to represent the breeders, exhibitors and dog owners residing within its immediate area.

### **Sec. 2. Election to Membership**

- a. 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 the constitution and bylaws and the rules 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 members in good standing. Accompanying their application, the prospective member shall submit dues payment for the current year.
- b. All applications are to be filed with the Secretary and each application is to be read at the first meeting of the club following its receipt. At the next club meeting the application will be voted upon and affirmative votes of 2/3 of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.
- c. Applicants for membership who have been rejected by the club may not reapply within six months after such rejection.

### **Sec. 3. Termination of Membership**

- a. **By lapsing:** A membership will be considered as lapsed and automatically terminated if a member's dues remain unpaid thirty (30) days after the first (1st) day of July. The Board may grant additional time for extenuating circumstances. Voting and other club benefits are "on-hold" in this circumstance as per Article II, Section 2. In June the Secretary shall notify each member in writing that dues are due and payable.
- b. **By expulsion:** A membership may be terminated by expulsion as provided in Article V, Sec. 4.
- c. **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.

## **Article II Club Year, Voting and Meetings**

**Sec. 1. Club Year:** The Club's fiscal year shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December.

**Sec. 2. Voting:** Each adult member in good standing, which is defined by a person whose dues are current, is not monetarily indebted to the Club, and is not under current disciplinary action, shall be entitled to one (1) vote at any meeting of the Club at which he/she is present. Proxy or absentee voting will not be permitted at any meeting of the Club at which he/she is present. Proxy or absentee voting will not be permitted at any Club meeting except on a dissolution vote provided in Article VII, Sec. 1.

**Sec. 3. Monthly Club meetings:** These meetings shall be open and held in the Missoula area at the place and time designated by the Board. These meetings must be held at least six (6) times per year.

- a. The secretary shall notify each Club member in writing at least five (5) days prior to the date of the meeting.
- b. The quorum required shall be 20% (1/5) of the total Club voting membership.

**Sec. 4. Special Club Meetings:** These meetings shall be closed and may be called by the President, by a majority (5) vote of the Board or by the Secretary upon receipt of a petition signed by five (5) non-board members in good standing and held in the Missoula area at the place and time designated by the Board.

- a. The Secretary shall notify each Club member in writing at least five (5) days prior to the date of the meeting, the notice shall state the purpose of the meeting and no other Club business shall be transacted there-at.
- b. The quorum required shall be 20% (1/5) of the total voting Club membership.

**Sec. 5. Board Meetings:** These meetings shall be open or closed. The Board of

Directors will determine if the meeting is open or closed. A minimum of six (6) board meetings per year shall be called by the Board and held in the Missoula area at the place and time designated by the Board. Notification of meetings must be in writing and mailed by the secretary in advance.

- a. The Secretary shall notify each Board member in writing at least five (5) days prior to the date of the meeting.
- b. The quorum required shall be a majority, five (5) of the total Board membership.

**Sec. 6** **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 who are in good standing with the club. Such special meetings are held in the Missoula area at the place and time designated by the Board. The Board determines if the meeting is closed or open.

- a. The Secretary shall notify each Board member in writing at least five (5) days prior to the date of the meeting, the notice shall state the purpose of the meeting and no other business shall be transacted there-at.
- b. The quorum required shall be a majority, five (5) of the total Board membership.

**Sec. 7.** **Annual Meeting:** The Annual meeting shall be closed and held in the month of June at which time directors and officers shall be elected from those nominated as provided in Sec. 6c and 6e of this Article. They shall take office on the First (1st) of July. Each retiring officer shall turn over to his/her successor all properties and/or records relating to that office upon the conclusion of the annual June meeting. Those minutes shall be recorded and mailed to the member and then all properties and records relating to that office shall be presented to the successor by the fifteenth (15th) day of July.

- a. **Nominations:** No person shall be a candidate in a Club election who is not a member in good standing or who has not been nominated. A person shall not hold more than one (1) position.
- b. During the month of March the Board shall select a Nominating Committee as provided in Article IV, consisting of three (3) members and two (2) alternates; not more than one (1) committee member may be a Board member. The Board shall name a Chairperson for the committee and it shall be his/her duty to call a committee meeting, which must be held on or before the tenth (10th) day of April.
- c. The committee shall nominate one (1) candidate for each office and one (1) for the director whose term is expiring. The Past-President automatically moves into a position on the Board. After securing the consent of each person so nominated, the Chairperson shall report the committee's nominations to the Secretary in writing by the first (1st) day of May.
- d. Upon receipt of the committee's report the Secretary shall notify each member in writing of the committee's candidates. The list of candidates must be received by members at least ten (10) days preceding the May

- meeting.
- e. The names of candidates shall be read at the May meeting by the committee Chairperson. Then additional nominations may be made from the floor by any member in good standing provided the person nominated does not decline. If the proposed candidate is not present his/her nominator shall present to the Secretary a written statement from the candidate stating his/her acceptance. Nominations for each position shall be closed by three (3) calls from the Chair when no further nominations are forthcoming.
  - f. **Elections:** The nominated candidate receiving the greatest number of votes for each position shall be declared elected. The quorum required shall be 20% (1/5) of the total voting Club membership. The vote shall be by *secret* written ballot. The President shall appoint two (2) non-nominated members in good standing to count the ballots.

### **Article III Board of Directors and Officers**

**Sec. 1. Board of Directors:** The Board shall be comprised of eight (8) adult members in good standing: The President, Vice-President, Secretary, Treasurer and the Past-President (if not re-elected) who shall serve for one (1) year terms, plus three (3) other persons who shall serve for three (3) year terms or until their successors are elected. The past president is a voting member. If the past president is re-elected then one (1) other person shall be elected to fill that position to retain eight (8) board members. General management of club affairs shall be entrusted to The Board of Directors. The Board's duty is to make its recommendations to the Club members for a Club decision and to carry out such other duties specified in the by-laws.

**Sec. 2. Officers:** The Club's Officers consisting of the President, Vice-President Secretary, and Treasurer will serve in their respective capacities, both with regard to the Club and its meetings.

- a. The **President** shall preside at all meetings of the club and of the Board and shall have the duties and power normally pertinent to the Office of the President in addition to those specified in the by-laws.
- b. The **Vice-President** shall have the power to exercise the duties of the President in case of the President's absence or incapacity and shall perform other such administrative duties as are required by the President.
- c. The **Secretary** shall keep a record of all meetings of the Club, the Board and all matters of which a record shall be ordered by the Club and shall have charge of the correspondence, notify members in writing of meetings, membership dues date and member's Club debts, keep a roll of members attending Club and Board meetings, keep and up-date a roster of all current Club members and carry out such other duties specified in the by-laws or as required by the President.
- d. The **Treasurer** shall collect and keep a record of all monies due and belonging to the Club and shall deposit such monies in the bank and/or investment account specified by the Club, in the Club's name.

The books shall at all times be open to inspection by the Board and shall give a monthly report to the Club members as to the conditions of the Club's finances (all monies due, received and expended) not previously reported. The treasurer shall, at the Annual Meeting, render an accounting of all moneys received and expended during the previous fiscal year. He/she shall also carry out such other duties as are pertinent to the office or as required by the Club.

**Sec. 3.** The **AKC delegate** shall represent the Club in all matters pertaining to The AKC. The Board appoints this position for a term of one year or until a successor can be appointed.

**Sec. 4.** There are to be two (2) authorized signor on the Club accounts: the Treasurer and one (1) other Officer. These signors shall be bonded for an amount to be determined by the Club

**Sec. 5.** **Vacancies:** Any vacancies occurring on the Board or in the Offices during the year shall be filled until the next Annual election by a majority vote of the Board at it's first (1st) meeting following the creation of such vacancy or at a special Board called for that purpose; except 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 Committees**

**Sec. 1.** The board may, each year, appoint standing committees to advance the work of the club in such matters as dog shows, obedience trials, 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 it on particular projects.

**Sec. 2.** 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 V Discipline**

**Sec. 1.** **American Kennel Club suspension:** Any member who is suspended from the privileges of The American Kennel Club shall automatically be suspended from this Club for a like period.

**Sec. 2.** **Charges:** Any member in good standing may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the advancement of purebred dogs.

- a. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of ten dollars (\$10.00) which will be forfeited to the Club if such charges are not substantiated.
- b. The Secretary shall promptly notify the Board.
- c. 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. If the Board considers that the charges do not allege conduct which 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 nor more than six (6) weeks thereafter.

**Sec. 3. Board Hearing:** This shall be a closed meeting and the Board shall have complete authority to decide whether counsel may attend the hearing, both complainant and defendant shall be treated uniformly in this regard.

- a. After hearing all the evidence and testimony presented by the complainant and defendant, should the charges be substantiated, the Board may by a majority vote reprimand or suspend the defendant from the Club for not more than six (6) months from the date of the hearing and if the Board deems this insufficient the Board may also recommend to the Club that the penalty be expulsion.
- b. Immediately after the Board has reached a decision its findings shall be put in written form and filed with the Secretary.
- c. The Secretary shall immediately notify each of the parties of the Board's decision.

**Sec. 4. Expulsion:** Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and on the Board's recommendation as provided in Sec. 3a of this Article.

- a. Such proceedings shall occur at a special meeting of the Club as provided in Article II, Sec. 4 and to be held within sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion.
- b. The defendant shall have the right to appear in his/her own behalf but no evidence shall be given at this meeting.
- c. The President shall read the charges, the Board's findings and recommendation and invite the defendant, if present, to speak in his/her own behalf. The voting members at the meeting shall then vote by secret written ballot on the proposed expulsion.
- d. A 2/3<sup>rd</sup> vote of those present at the meeting shall be necessary for expulsion. Members present and voting must be in good standing and constitute a quorum as provided in Article II, Sec. 4b.
- e. In the event that expulsion is not sustained by a membership vote, the Board suspension shall stand.

## **Article VI Amendments to the Constitution and/or By-laws**

**Sec. 1.** Amendments to the Constitution and /or By-laws may be proposed by the

Board or by written petition addressed to the Secretary and signed by 20% (1/5) of the total Club membership. Amendments proposed by such petition shall be promptly considered by the Board and shall be submitted to the Club with recommendations of the Board by the Secretary for a vote within three (3) months of the date the petition was received by the Secretary.

**Sec. 2.** The Constitution and/or By Laws may be amended by 2/3 secret vote of the members in good standing present at any monthly or special meeting called for that purpose, provided the proposed amendments shall be included in the notice of the meeting and mailed to each Club member at least two (2) weeks prior to the date of the meeting.

**Sec. 3.** No amendment to the constitution and 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 VII Dissolution and Dispersal of Funds/Properties**

**Sec. 1.** The Club may be dissolved by written consent of not less than two-thirds (2/3) of the total voting Club membership.

- a. In the event of the dissolution of the Club other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof, nor assets of the Club shall be distributed to any club members.
- b. 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 VIII Order of Business**

**Sec. 1.** The President has authority to maintain order and decorum during meetings.

**Sec. 2.** **General Guide to Order of Business**

- a. Call to Order/roll call/sign in.
- b. Introduction of guests.
- c. Approval of minutes of last meeting.
- d. Reports of last Board meeting.
- e. Reports of Officers.
- f. Reports of Committees.
- g. Election of Officers (Annual Meeting)
- h. Election of new members
- i. Unfinished business.
- j. New Business
- k. Brags
- l. Adjournment

**Sec. 3.** **General Guide to Order of Business for Board Meetings**

- a. Call to Order/roll call/sign in.



- b. Approval of minutes from last Board Meeting.
- c. Reports of Officers.
- d. Reports of Committees
- e. Unfinished Business
- f. New Business
- g. Adjournment

**Article IX      Parliamentary Authority**

**Sec. 1.** The rules contained in the current edition of "Roberts Rules of Order, Newly Revised," shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order the club may adopt.

- First revision approved by vote of members, 6/29/88. AKC suggested modification of revision 3/89; revised and approved per suggestion 8/89.
- Revised and approved, 7/26/94.
- Revised and approved, 1/23/96. With AKC suggested modification, revised and approved August 28, 2001 by 50% of the membership via secret ballot.
- Revised 8/07 and approved 1/29/08 by 94% of membership via secret ballot. AKC suggested modifications requiring no further vote.