

# STATEN ISLAND COMPANION DOG TRAINING CLUB, INC.

## CONSTITUTION & BY-LAWS



75 Ellis Street  
Staten Island, NY 10307

REVISED AND APPROVED BY MEMBERSHIP JUNE 2023

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# **STATEN ISLAND COMPANION DOG TRAINING CLUB, INC.**

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE ONE**

#### **NAME OF CLUB**

##### **SECTION 1: NAME OF THE CLUB**

The name of the Club shall be the Staten Island Companion Dog Training Club, Inc.

### **ARTICLE TWO**

#### **OBJECTIVES**

##### **SECTION 1: THE OBJECTIVES OF THE CLUB:**

- A. To advance interest in dog training:
- B. To help prepare dogs for competition and to conduct trials and matches under the rules of the American Kennel Club

- C. To educate the public regarding dogs and their roles in our lives
- D. To protect and promote responsible dog ownership and welfare in the community.

## **SECTION 2: ACCOMPLISHMENT OF PURPOSE**

For the accomplishment of its purposes, the Club shall have the power to purchase, rent, or lease property for its activities and for the maintenance of a meeting place, and to acquire and hold by purchase or gift such personal and real property as may be necessary.

## **SECTION 3: NOT FOR PROFIT STATUS**

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, officers, directors, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions on furtherance of the purposes set forth in the Constitution or in Article Two.

## **SECTION 4: REVISIONS**

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.

# **ARTICLE THREE**

## **MEMBERSHIP**

### **SECTION 1: ELIGIBILITY**

There shall be Two (2) classes of membership. The qualifications for each are as follows:

A. Members: Adults, over 18 years of age. Membership may be individual or family/household. Every household member training a dog must complete all the requirements for membership to receive the training discount.

B. Junior Members: Members under 18 years of age. Upon reaching his/her 18<sup>th</sup> birthday, a Junior member may make an application for

membership. Junior membership may be individual or part of a family/household membership.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of exhibitors from Staten Island.

## **SECTION 2: DUES**

Membership dues shall be determined by the Board of Directors every three (3) years and approved by a majority of the voting members present at the May meeting. The present fee of \$45 for the first family member and \$5.00 per additional family member shall be changed according to the schedule determined by the Board of Directors. Dues are payable on or before the first day of July of each year. During the first week of June, the Club shall send to each member a statement of his dues for the ensuing year. Each member of the household will receive one statement of dues. All dues not received by July 15<sup>th</sup> will incur a late fee of \$10.00 for the first member and \$5.00 for each additional member. [See Article 3, Section 5 B]

## **SECTION 3: ADMISSION TO MEMBERSHIP**

Each applicant for membership shall have attended two (2) open meetings as a Club guest and completed two (2) training sessions and two (2) hours of work for the club prior to the submission of his application. In extreme cases where meetings cannot be attended, a prospective member may petition the board to perform services equal to 4 work hours for each meeting. All applicants shall apply on a form approved by the Board of Directors. This form shall include a statement that the applicant agrees to abide by the Constitution and By-Laws of the Club; the applicant's name, address and occupation, and the signatures of two sponsors who are members in good standing, one of whom is on the Board of Directors. The prospective member shall submit dues payment for the current year with the application.

All applications for membership or to change membership status are to be filed with the Membership Chairperson, reviewed by the Board of Directors, and read at the first general membership meeting following their receipt provided all other provisions of this section have been met. At the next general membership meeting following their reading, membership applications shall be voted upon by written ballot or show of hands and an affirmative vote of at least  $\frac{3}{4}$  of the eligible voting members present shall be

required to elect an applicant. The applicant shall leave the voting area/room during the vote. Applicants for membership who have been accepted by the Club shall be sent a notice of acceptance, a membership roster and a copy of the Club's Constitution and By-Laws by the Membership Chairperson. Applicants for membership who have been rejected may not reapply within 6 months after such rejection. The Secretary shall send a notice of rejection to the applicant and any monies submitted will be refunded.

#### **SECTION 4: PRIVILEGES AND REQUIREMENTS OF MEMBERSHIP**

A. Members enjoy all the privileges of the Club, including but not limited to training discounts, the right to vote and eligibility for election as an officer or director, provided they have attended at least four (4) of the regular monthly business meetings held during the previous fiscal year and performed 16 hours of service for the club including four (4) hours at performance events conducted by the club (Agility, Obedience, Rally, Scent Work or any other club sponsored Companion or Performance event) for that year.

Those 16 hours should be listed on the membership renewal application. Members who have not met the requirement of four (4) meetings and 16 hours of work will be in poor standing and will be ineligible to enjoy the privileges as stated above. The Board may entertain a request by any member to exchange 4 extra hours of work at an approved job for each missed meeting to remain in good standing. In the event the 16 hours are not completed by June 30, discounts do not apply until the requirement has been met. Members not in good standing must complete the 16 hours before September 1 in order to take advantage of the member discounts, an additional 16 hours must be completed to be in good standing for the following year.

A member must be present at roll call to be given credit for meeting attendance. Any member who is not present during roll call will be considered absent. Extenuating circumstances will be reviewed on an individual basis.

The Board of Directors may waive the attendance at meetings or job requirements upon prior presentation of good cause; such letters must be renewed annually with payment of dues, but such members will be ineligible

to vote or be elected to office unless the membership requirements have been met. Matters of extenuating circumstance will be reviewed on an individual basis by the Board of Directors.

B. Junior members: May participate in all social activities of the Club and attend meetings. They are not eligible to vote or to hold office.

## **SECTION 5: TERMINATION OF MEMBERSHIP**

Membership may be terminated by:

A. Resignation: Any member in good standing may resign from the Club upon written notice to the secretary and /or membership chairperson. But no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and are incurred on the first day of each fiscal year.

B. Lapsing: Any member who does not pay his/her dues by July 1<sup>st</sup> shall be deemed not in good standing. Such members shall be dropped from membership if they fail to respond with payment within 30 days (July 31<sup>st</sup>) from the date of lapsing. Dropped members shall be notified by mail. A member who has been dropped from membership may, upon payment of the debt, regain his membership only after submission of a new application for membership as indicated in Section 3 of this Article.

C. Expulsion: A membership may be terminated by expulsion as provided in Article 10, Section 3 of this Constitution and By-laws.

## **SECTION 6: HONORARY MEMBERSHIP**

Honorary membership shall be awarded by the Club to persons who have rendered a unique or valuable service to the welfare of the Club.

An application for Honorary membership may be instituted by a majority vote of the Board of Directors or may be proposed in writing to the Board by at least five members in good standing. A  $\frac{3}{4}$  affirmative vote of the entire Board of Directors shall be required to forward the application to the membership for approval. A  $\frac{3}{4}$  vote of the members present and eligible to vote shall be required to elect a person to Honorary membership. Honorary members will be exempt from payment of the Club dues and shall enjoy all the other benefits of the Club except the right to vote or hold office.

## **SECTION 7: LIFETIME MEMBERSHIP**

Anyone who has been a member in good standing for 25 years or is 75 years or older may apply to become a Lifetime Member. The member maintains all voting privileges, may participate in all club activities, and may hold office, but does not have to pay dues or attend 4 meetings each year. However, if the member is taking classes at the club the member must complete at least 10 hours of work to maintain the class discount.

## **ARTICLE FOUR**

### **MEETINGS AND VOTING**

#### **SECTION 1: CLUB MEETINGS**

Monthly meetings of the Club shall be held on the 3<sup>rd</sup> Friday of the month or at such time and place as may be designated by the Board of Directors. There are no regularly scheduled meetings in July and August. All meetings of the club (General, Board or Special) may be held in person or electronically.

#### **SECTION 2: SPECIAL MEETINGS**

Special meetings may be called as necessary:

- A. By the President.
- B. By the Secretary upon receipt of a petition signed by nine voting members in good standing.
- C. By request of three members of the Board of Directors addressed to the President or Secretary.

Such special meetings shall be held at a time and place as may be designated by the person or persons authorized herein to call such meetings.



### **SECTION 3: BOARD MEETINGS**

Meetings of the Board of Directors should be held at least bi-monthly at such time and place as may be designated by the Board. Failure of a Director (Officer) to attend three successive regular Board Meetings without prior notification of good cause or failure to maintain membership in good standing shall be considered a tender of resignation from the Board (Office). There shall be no exceptions or waivers of this requirement.

### **SECTION 4: SPECIAL BOARD MEETINGS**

Special meetings of the Board shall be called at the request of the President, or by the Secretary upon receipt of a written request signed by at least three members of the Board. Such a meeting shall be held at a time and place as may be designated by the person authorized herein to call such meetings.

### **SECTION 5: MEETING NOTICES AND LOCATION**

All meetings of the Club and Board of Directors shall be held on Staten Island. Written notice of meetings shall be mailed or e-mailed by the Secretary and/or Membership Chairperson at least 5 days and not more than 15 days prior to the date of the meeting. In case of special meetings, the notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The Quorum for Club meetings shall be 12 voting members in good standing and for Board meetings at least 6 members.

### **SECTION 6: VOTING**

Each member in good standing who fulfills the requirements of Article 3, Section 4, shall be entitled to one vote at any meeting of the Club at which he/she is present. Proxy voting is not permitted at any Club meeting or election.

## **ARTICLE FIVE**

### **DIRECTORS AND OFFICERS**

## **SECTION 1: BOARD OF DIRECTORS**

The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and 6 other persons, all of whom shall be members in good standing and all of whom shall be elected at the Club's annual meeting as provided in Article 6 and shall serve until their successors are elected or as hereinafter provided for in this Article. The general management of the Club's affairs shall be entrusted to the Board of Directors.

The Directors shall be elected for three-year terms, 2 Directors each year, and may be elected for no more than 2 consecutive terms. The outgoing President at the annual meeting shall automatically become a voting member of the Board of Directors for the fiscal year directly following the termination of tenure. This one-year period shall not be considered within the prohibition of more than 4 consecutive terms.

Directors shall be prepared to serve as head of the nominating committee, to do various research tasks, and serve on special committees as befits the Club. Directors, in addition, should be actively engaged in and working for the Club.

The first full meeting of each new Board shall be held in July.

## **SECTION 2: OFFICERS**

The Club's officers shall consist of President, Vice-President, Secretary, and Treasurer, who shall serve in their respective capacities regarding the Club and its meetings as well as the Board and its meetings. The Officers shall be elected for 1-year terms. The President may not be elected for more than 4 consecutive terms.

A. The President shall preside at all meetings of the Club and Board and shall have the duties and privileges normally appurtenant to the office of the President in addition to those particularly specified in these By-Laws.

B. The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence, incapacity, or resignation until the Board of Directors acts as hereinafter specified in this Article.

C. The Secretary shall keep a record of all meetings of the Club and of the Board of Directors, and of all matters of which a record shall be ordered by the Club; shall have charge of the correspondence, notifications of meetings, results of elections, admission or rejection to membership; shall keep a roll of members and their addresses; and shall carry out such other duties as are prescribed in this Constitution and By-Laws. The Secretary shall hold the Corporation Seal and Charter.

D. The Treasurer shall 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. The books shall be always open to inspection by the Board and the Treasurer shall report at every meeting the condition of the Club's finances, and every item of receipt or payment not previously reported. At the annual meeting he/she shall render an account of all monies received and expended during the previous fiscal year. The treasurer shall always maintain a complete list of the members of the Club.

### **SECTION 3: VACANCIES**

Any vacancies occurring on the Board or among the officers during the year shall be filled until the next annual election by a majority vote of all the members of the Board at its first regular meeting following the creation of such vacancy, or at a Special Board Meeting called for that purpose, with the exception that a vacancy in the office of President shall automatically be filled by the Vice-President and the resulting vacancy in the office of Vice President shall be filled by the Board.

At the next annual election, a director shall be elected to fill the unexpired term of any vacancy.

## **ARTICLE SIX**

### **THE CLUB YEAR, ANNUAL MEETINGS**

## **& ELECTIONS**

### **SECTION 1: CLUB YEAR**

The Club's fiscal year and training year shall begin on the first day of July and end on the thirtieth day of June.

The Club's official year shall begin immediately at the conclusion of the election at the Annual Meeting and shall continue through the election at the next Annual Meeting.

### **SECTION 2: ANNUAL MEETING**

The Annual Meeting shall be held in the 3<sup>rd</sup> week of June at which the Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within 30 days after election.

### **SECTION 3: ELECTIONS**

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for other positions on the Board who receive the greatest number of votes for such position shall be declared elected.

### **SECTION 4: NOMINATIONS**

No person may be a candidate in a Club election who has not been nominated. During the month of January, the Board shall select a Nominating Committee consisting of three members, only one of whom shall be a Board member. This Board member shall serve as chairperson for the committee, and it shall be his/her duty to call a committee meeting which shall be held on or before March 20<sup>th</sup>.

A. The committee shall nominate one candidate for each office and two candidates for the Board. These candidates shall not be chosen from among the members of the Nominating Committee. Additional candidates

shall be nominated for any unexpired terms created by a Board vacancy prior to May 15<sup>th</sup>. After securing the consent of each person so nominated, the committee shall immediately report their nominations to the Secretary in writing. In the event a viable candidate for any office or Board position cannot be found, the Nominating Committee shall petition the President to call a Special Board Meeting for the purpose of selecting a nominee.

B. Upon receipt of the Nominating Committee's report, the Secretary shall before April 15<sup>th</sup>, notify each member of the Club either in writing or electronically of the candidates so nominated.

C. Additional nominations may be made after April 15<sup>th</sup> but before May 15<sup>th</sup> by written petition to the Secretary, signed by three members in good standing at the time the petition is submitted and endorsed by each additional nominee, signifying his/her willingness to be a candidate for the office indicated.

D. On or before May 15<sup>th</sup> the Secretary shall notify each member of the Club of the complete nominations without comment except to indicate which nominees were selected by the Nominating Committee. If no additional nominations are made as indicated in (C) above, the Nominating Committee's report, as indicated in (B) above, will be considered sufficient notification. In case of Board vacancies after May 15<sup>th</sup>, the Board will nominate additional candidates to complete the term of the vacancy. The members will be notified of the change no later than 5 days prior to the annual meeting.

E. 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 already accepted a nomination by the Nominating Committee. Nominations cannot be made at the Annual meeting or in any other manner other than provided in this section.

## **SECTION 5: ELECTRONIC COMMUNICATIONS**

Electronic communication will be permitted with a 2/3 majority of the Board of Directors when the use of electronic communications would be feasible and efficient (for example, inclement weather). This includes, but is not limited to, voting, special events, membership, etc.

## **ARTICLE SEVEN**

### **LICENSED EVENTS**

#### **SECTION 1: LICENSED EVENTS**

All licensed events will be run in accordance with rules and policies set forth by the organization for which the license has been issued. (For example, All AKC rules and policies will be followed at AKC licensed events.)

## **ARTICLE EIGHT**

### **COMMITTEES**

#### **SECTION 1: COMMITTEES**

The Board, upon recommendation of the President, may each year appoint standing committees to advance the work of the Club which may be best served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be created by the President with the approval of the Board to aid in areas not covered by standing committees. The President shall, ex officio, be a member of all committees, except the Nominating Committee.

#### **SECTION 2: TERMINATION OF COMMITTEE**

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.

#### **SECTION 3: COMMITTEE EXPENDITURE**

No bills incurred by a committee shall be paid unless approved by the chairperson of the committee incurring the bill or approved by the President. Board approval is required in advance to make an expenditure

of \$350.00 or more and shall then be paid by a check signed by both the President and the Treasurer.

## **ARTICLE NINE**

### **TRAINING DIRECTORS**

#### **AND COMMITTEES**

##### **SECTION 1: TRAINING DIRECTORS**

Because dog training is the core activity of the Club, the Training Directors are to be qualified instructors of dog training in their specific discipline who are members in good standing.

A. At the first Board meeting, the President shall nominate the Training Directors. These nominations must be approved by a  $\frac{3}{4}$  majority vote of the Board. If because of absence no majority vote is possible, the votes of the absent members must be secured in writing before the appointment is approved or disapproved.

B. If a  $\frac{3}{4}$  majority in favor is not obtained, the Board of Directors must select each new nominee by a majority vote of the entire Board. If because of absence no majority vote is possible, the votes of absent members must be secured in writing before the appointment is approved or disapproved.

##### **SECTION 2: TRAINING DIRECTORS AS CHAIRS & BOD MEMBERS**

Training Directors automatically become Chairpersons of the committees for which they are responsible and, as such, appoint members of the committees to their respective functions.

Training Directors become non-voting members of the Board of Directors for their tenure in office. Training Directors may be removed from office at any time on recommendation of a  $\frac{3}{4}$  vote of the full Board of Directors.

### **SECTION 3: TRAINING DIRECTORS RESPONSIBILITIES**

- A. Arrange the place, time, and schedule for all training classes.
- B. Oversee all classes.
- C. Maintain all records of same.
- D. Enlist new members for training classes.
- E. Recommend the training fee for each class category for Board approval.
- F. Formulate all training practices and policies and the manner in which training classes will be conducted.
- G. The training directors are also responsible for securing and releasing all paid instructors with the approval and guidance of the Board.

## **ARTICLE TEN**

### **DISCIPLINE**

#### **SECTION 1: CHARGES**

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00 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. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club. If charges are considered non-prejudicial, the Board may refuse to entertain jurisdiction.



If it entertains jurisdiction, it shall fix a date for a hearing by the Board of not less than three nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he/she wishes.

## **SECTION 2: BOARD HEARING**

The Board shall have complete authority to decide whether counsel may attend the Board hearing, but both complainant and defendant shall be treated uniformly in this regard.

Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and defendant, the Board may, by a majority vote of those present, suspend the defendant for all privileges of the Club for not more than six 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.

Immediately after the Board has reached a decision, its findings in written form shall be filed with the Secretary. The Secretary shall notify each of the parties of the Board's decision and penalty, if any.

## **SECTION 3: EXPULSION**

The 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 for in the aforementioned sections of this article. Such proceedings may occur at a regular or special meeting of the Club to be held within a sixty-day period but not earlier than thirty days after the date the Board recommends expulsion.

The defendant's suspension shall not restrict his/her right to appear. The President shall read the charges and the Board's findings and recommendations. The defendant, if present, shall be invited to speak in his/her own behalf if he/she so wishes. The members in good standing

present shall vote by secret ballot on the proposed expulsion. A 2/3 vote shall be necessary for expulsion. If expulsion is not voted, the Board's suspension shall stand.

#### **SECTION 4: REGISTRY SUSPENSION**

Any member who is suspended from the privileges of the American Kennel Club or any other recognized Registry shall be automatically suspended from the privileges of this Club for a like period.

### **ARTICLE ELEVEN**

#### **CONSTITUTIONAL AMENDMENTS**

##### **SECTION 1: PROPOSING AMENDMENTS**

Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by a written petition addressed to the Secretary signed by 10 of the members in good standing. Amendments proposed by such petition shall be considered by the Board of Directors and must be submitted to the members with the recommendation of the Board within 90 days of the date when the petition was received by the Secretary.

##### **SECTION 2: VOTING FOR PROPOSED AMENDMENTS**

The Constitution and By-Laws may be amended by a 2/3 vote of members present at a regular or special meeting called for that purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least 2 weeks prior to the date of the meeting.

## **ARTICLE TWELVE**

### **DISSOLUTION**

#### **SECTION 1: DISSOLUTION**

The Club may be dissolved at any time by the written consent of not less than  $\frac{3}{4}$  of the members in good standing at the time.

#### **SECTION 2: DISTRIBUTION OF ASSETS**

In the event of dissolution, whether voluntary, involuntary or by operation of law, none the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any of its members. After payment of all Club debts, its property and assets shall be given to a non-profit organization for the benefit of dogs selected by the Board of Directors and in accordance with the laws of the State of New York.

## **ARTICLE THIRTEEN**

### **ORDER OF BUSINESS**

#### **SECTION 1: ORDER OF BUSINESS AT GENERAL MEETINGS**

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:

MINUTES OF THE LAST MEETING

TREASURE'S REPORT

COMMUNICATIONS

REPORTS OF COMMITTEES

UNFINISHED BUSINESS

ROLL CALL

ELECTION OF OFFICERS AND BOARD (JUNE MEETING)

ELECTION OF NEW MEMBERS

NEW BUSINESS

ADJOURNMENT

## **SECTION 2: ORDER OF BUSINESS AT BOARD MEETINGS**

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

ROLL CALL

MINUTES OF THE LAST MEETING

SECRETARY'S REPORT

TREASURER'S REPORT

REPORTS OF COMMITTEES

UNFINISHED BUSINESS

ELECTION OF NEW MEMBERS

NEW BUSINESS

ADJOURNMENT

### **SECTION 3: ROBERT'S RULES OF ORDER**

Robert's Rules of Order (latest edition) shall govern any situation not provided for in these By-Laws.

## **ARTICLE FOURTEEN**

### **CONSTITUTION REVIEW**

#### **SECTION 1: REVIEW & REAFFIRMATION OF CONSTITUTION**

At the June Annual Meeting each Officer and Board member will be given a current copy of the Constitution for review. At the July Board meeting, each director and Board member will sign and date on the last page attesting that he/she has read and agreed to the Constitution and By-Laws. After each member of the Board has signed, the Secretary will distribute a copy of the Constitution within 30 days to each member of the Club.

Every 4 years, the President will appoint a Constitutional Review Committee to review the Constitution and revise if necessary.