



**MARION-ALACHUA DOG TRAINING ASSOCIATION, INC.**

**CONSTITUTION**

**ARTICLE I  
Name and Objects**

- Section 1. The name of the Club shall be Marion-Alachua Dog Training Association, Incorporated.
- Section 2. The objects of the Club shall be:
- a. to foster and to promote the welfare of dogs, to hold obedience/rally trials and agility trials under the rules of the American Kennel Club and to promote other performance events.
  - b. to promote cooperation and good SPORTSMANSHIP AMONG ITS MEMBERS and the community in the training and exhibition of dogs.
- 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 accrue to the benefit of any member or individual.
- 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 objects.

**BY-LAWS  
ARTICLE I  
Membership**

- Section 1. Eligibility: While membership is to be unrestricted as to residence, the Clubs' primary purpose is to be representative of the breeders and exhibitors in its immediate area.
- Voting Membership Single, Household or Lifetime Membership- Open to all persons eighteen years of age (and older) who are in good standing with the American Kennel Club and who subscribe to the objects of this Club. Members in this membership group may vote and hold office.
  - Junior Membership Open to all persons under eighteen years of age who are in good standing with the American Kennel Club and who subscribe to the objects of this Club. Junior members cannot hold office or vote.
  - Associate Membership A current voting member changing to an inactive status. Associate members cannot vote, hold office or receive any other Club benefits other than the club newsletter.
- Section 2. Dues.
- a. Membership shall be annual: The amount of dues to be determined by the Board at a meeting prior to elections and shall not exceed \$50. There shall be five categories of membership:
    - 1. Single Adult
    - 2. Household (consists of family members living in same house i.e. spouse/partner, children).
    - 3. Lifetime - Granted to a member in good standing upon approval of the Board of Directors. Only the Board of Directors may revoke a Lifetime membership. Lifetime members pay no membership dues.
    - 4. Junior (under 18 years of age, not a family member)
    - 5. Associate (current member(s) changing to inactive status, no benefits/vote/hold office). They only receive MADTA's newsletter, MADTAils.

- b. Dues shall be for the period of October 1st through September 30th. New members voted in after June 1st will be granted membership for the following year.
- c. Notice shall be mailed or noticed by electronic mail not later than August 15th of each year to each member notifying that annual dues are due and payable.
- d. Annual dues are due by Sep 30th, but a grace period to Oct 31st will be granted. If dues are not paid by Oct 31st the person(s) will have to go through the established membership application process. Any exceptions to be established by the board.

Section 3. Election to Membership. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Constitution and By-Laws of the Club. The application shall state the name, address and occupation of the applicant and it shall carry the endorsement/sponsorship of two members in good standing for at least one year.

- a. The applicant(s) or their sponsor must attend the general membership meeting at which the completed application and dues are presented for the first and second reading.
- b. If the prospective new member(s) do not have two sponsors after attending his/her first meeting of the Club, that person will have three months to obtain such sponsorship. After obtaining sponsors the prospective new member(s) will attend two more meetings of the Club before being voted into membership ( the first and second reading). If after three months no sponsors have been obtained, the application process must be repeated. All applications are to be filed with the Membership Chair after being read. At the second reading of the applicant(s) an affirmative vote of  $\frac{3}{4}$  of the members present and voting at that meeting shall be required to elect the applicant(s).

Section 4. Termination of Membership. Memberships may be terminated:

- a. 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. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.
- b. by lapsing. A membership will be considered automatically terminated if a member's dues remain unpaid 90 days after the first day of the fiscal year, however, the Board may grant an additional 90 days of grace 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.
- c. 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. Meetings of the Club shall be held in the greater Gainesville /Ocala, Florida area. Meetings will be on the third Tuesday of each month, at such hour and place as may be designated by the Board of Directors. Written or electronic mail notice of each meeting shall be mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members in good standing.

- a. Electronic mail may be used to send meeting notices, minutes, dues notices, newsletters and all such related correspondences.

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 members of the Club who are in good standing. Such special meetings shall be held in the greater Gainesville/Ocala, Florida area, at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written or electronic mail notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. The quorum for such a meeting shall be

20 percent of the members in good standing.

- Section 3. Board Meetings. Meetings of the Board of Directors shall be held in the greater Gainesville/Ocala, Florida area at such hour and place as may be designated by the Board. Written or electronic mail notice of each meeting shall be mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.
- 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 members of the Board. Such special meetings shall be held in the greater Gainesville/Ocala, Florida area at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such meetings shall be mailed by the Secretary at least 5 days and not more than 10 days prior to the date of the meeting or electronic mail shall be filed at least 3 days and not more than 5 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 a meeting shall be a majority of the Board.
- Section 5. Voting. Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he or she is present, excluding Board Meetings. Proxy voting will not be permitted at any Club meeting or election. Voting membership (single, household or lifetime) is entitled to one vote per adult paid member, junior members and associate members are not entitled to vote.

### **ARTICLE III**

#### **Directors and Officers**

- Section 1. Board of Directors. The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, Training Director and four Board members, all of whom shall be members in good standing and all of whom shall be elected for one-year terms, except for the four Board Members, who shall serve a two-year term; two of which shall alternate each election, at the Club's annual meeting as provided in Article IV or shall serve until their successors are elected. In order to comply, at the first election two Board Members will be elected for one year, and two Board Members will be elected for a two-year term. General management of the Club's affairs shall be entrusted to the Board of Directors. The Board of Directors shall also arbitrate in disputed matters and deal with any questions not provided for by the By-Laws. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Club.
- a. Indemnification. The Organization shall indemnify and hold all Officers and Board Members harmless from all liability, obligations, claims, causes of action, or expenses of any kind, including reasonable attorney's fees, that may arise or be incurred by them as a result of the lawful performance of their duties or in behalf of the Organization, to the full extent allowed under the Non-profit Corporation Law of the State of Florida.
- Section 2. Officers. The Club's Officers, consisting of the President, Vice President, Secretary, Treasurer and Training Director, subject to the approval of the Board of Directors, shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings. The Board shall have general supervision of the affairs of the Club between its meetings, make recommendations to the Club and shall perform such other duties as specified in these By-Laws. The Board shall be subject to the orders of 2/3rd majority of members of the Club attending and voting, and none of its acts shall conflict with the action taken by the Club. 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 special rules of order the Club

may adopt.

- a. The President shall 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 in these By-Laws.
- b. The Vice-President shall exercise the powers of the President in case of the President's death, absence or incapacity and shall carry out those duties particularly specified in these By-Laws.
- c. The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club. The Secretary shall have charge of the correspondence, notify members of the meetings, notify new members of their election to membership, notify officers and directors of their election to office, supervise a roll of the members of the Club with their addresses as kept by the Member Chair, and carry out such other duties as are prescribed in these By-Laws. Electronic mail may be used to correspond with members for any and all club notices.
- d. The Treasurer shall collect and receive all monies due or belonging to the Club. The Treasurer shall deposit the same in a bank designated by the Board, in the name of the Club. The Treasurer's books shall at all times be open to inspection of the Board and the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting the Treasurer 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.
- e. The Training Director shall be Chairperson of the Training Committee. The Training Director shall supervise and coordinate the obedience, rally, agility and other performance and training classes as deemed appropriate and shall be especially aware that the methods of instruction are consistent. The Training Director shall appoint, subject to the approval of the Board of Directors, members of the Training Committee. The Director shall attend all regular Board meetings and shall submit a monthly report to the Board of Directors.

Section 3. Vacancies-Any vacancies occurring on the Board or among the offices during the year shall be filled until the next elections by a majority vote of the all then 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; 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. Club Year. The Club's fiscal year shall begin the 1st day of October and end on the 30th day of September. 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 month of September at which 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 the election.

Section 3. Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The members nominated for other positions on the Board

who receive the greatest number of votes for such positions 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 June the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committee persons and alternates of their selection. The Board shall name a Chairperson for the committee and it shall be the duty of the Chairperson to call a Committee meeting which shall be held on or before August 1st.
- a. The committee shall nominate one candidate for each office and two candidates for the alternate year positions of the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
  - b. Upon receipt of the Nominating Committee's report, the Secretary shall before the August meeting notify each member in writing or by electronic mail of the candidates so nominated.
  - c. Additional nominations may be made at the August meeting by any member in attendance, provided that the nominated person does not decline the office. If the proposed candidate is not in attendance at the meeting, the acceptance of the office from the candidate must be secured in writing or by electronic mail prior to the nomination. No person may be a candidate for more than one position.
  - d. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

## **ARTICLE V Committees**

- Section 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.
- Section 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 VI Discipline**

- Section 1. American Kennel Club Suspension. Any member who is suspended from the privileges of the American Kennel Club automatically shall 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. Written notice with specific setting forth of offense(s) must be filed in duplicate with the Secretary together with a deposit of \$100.00 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 prejudicial to the best interest of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest 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 3 weeks nor more that 6 weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the defendant 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 defendant shall be treated uniformly in that regard. No member of the Board bringing charges, or with an interest, may participate in the voting process. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that the punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her 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 proceedings may occur at regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant 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 defendant, if present, to speak in his/her own behalf if he/she wishes. The meeting 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 20 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 months of the date when the petition was received by the Secretary.

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

## **ARTICLE VIII Dissolution**

Section 1. Dissolution. The Club may be dissolved at any time by a written consent of not less than 2/3rds of the members. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of the law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club. After the payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs; this organization to be selected by the Board of Directors.

**ARTICLE IX  
Order of Business**

Section 1. At meetings of the Club, 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 regular meeting and minutes of the last Board meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Committees
- Election of Officers and Board Members (at annual meeting)
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

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

- Reading of minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

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**MARION-ALACHUA DOG TRAINING ASSOCIATION, INC.**  
**STANDING RULES**  
**ARTICLE X**

Section 1. Committees: Appointed by the Board of Directors

1. Trials. The Chairperson shall be appointed by the Board.
2. Programs. (Appointed) It shall be the duty of the Program Committee to research and supply activities for each of the monthly meetings of the Club.
3. Publicity. (Appointed) It shall be the duty of the Publicity Committee to coordinate and handle all publicity for the Club's activities (including Trials, classes and items of general interest).
4. Club Newsletter Editor. (Appointed) It shall be the duty of the Club Newsletter Editor to research, assemble, and edit articles of interest and education, Club news and activities, Club members show and trial results, and to provide a calendar for upcoming shows, matches, and trials in the Club's monthly newsletter. The editor will be responsible for continuity in style and format of the newsletter, as well as the printing distribution of said publication.
5. Refreshment. (Appointed) It shall be the duty of the Refreshment Committee to supply refreshments for all general meetings of the Club.
6. Membership. (Appointed) It shall be the duty of the Membership Chair to welcome visitors and guests to the regular monthly meetings of the Club and to notify new members of their election into the Club and to keep the Club's roster.
7. Training. (Appointed) It shall be the duty of the Training Committee (refer to Article III, Section 2, subsection e) to:
  - a. make recommendations for training classes, instructors, and training methods to the Board of Directors for approval.
  - b. keep receipts of all fees received for training.
  - c. maintain continuing records of enrollment and attendance.
  - d. be responsible for the Club's competitive tournaments, events and/or other Club training activities.
8. Audit. (Appointed) It shall be the duty of the Audit Committee to examine the Treasurer's books and vouchers on an annual basis.
9. Awards Committee. (Appointed) It shall be the duty of the Awards Committee to arrange for those awards as determined by the set guidelines of the Awards Committee to be given to the membership and to present them at the annual Awards Banquet.
10. Club Webmaster. (Appointed) It shall be the duty of the webmaster to keep and update the Club's website.

Section 2. Conduct.

- a. No member shall be permitted to use the name of the Club or the association therewith, without approval of the Board of Directors.
- b. The conducting of any training class under the Club's name by a member of this Club, except as approved by the Board of Directors shall be cause for loss of membership without recourse.
- c. No member shall be permitted to conduct himself/herself in a manner detrimental to the best interest of the Club.

Section 3. Number of Terms in Office. Subject to the majority vote of the General Membership of the Club at the September Election Meeting, there shall be no limits on the number of terms an Officer or Board Member may serve in a position.

