



Del Valle Dog Club of Livermore, Inc.

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I -- NAME AND OBJECTIVES

SECTION 1.

The name of the club shall be The Del Valle Dog Club of Livermore (hereafter referred to as the "Club").

SECTION 2.

The objectives of the Club shall be:

To further the advancement of all breeds of pure-bred dogs;

- A. To do all in its power to protect and advance the interest of all breeds of pure-bred dogs and to encourage sportsmanlike competition at dog shows, obedience trials, agility trials and other performance events, and all AKC events for which the Club is eligible held under the rules and Regulations of The American Kennel Club (the "AKC");
- B. To conduct sanctioned matches, dog shows, obedience trials, agility trials and any other events for which the club is eligible under the rules and regulations of The American Kennel Club;
- C. To conduct regularly scheduled training classes and occasional seminars which shall be open to the public as well as to Club members; and
- D. To support recognized foundations and charities that promote the usefulness of dog to human, such as, but not limited to, Guide Dogs for the Blind, S.P.C.A., Hearing Dog Program through education, volunteerism and with funds netted under objectives B. and C. above.
- E. 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.
- F. The members of the club shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

*Revisions approved by membership 6/3/21 and 9/9/21
Approved by The American Kennel Club, Inc., October 12, 2021*

BY-LAWS

ARTICLE I -- MEMBERSHIP

SECTION 1. ELIGIBILITY.

- A. Regular membership shall be 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 objectives of the Club.
- B. Junior membership shall be open to all children between the ages of nine (9) and seventeen (17) years of age who are in good standing with The American Kennel Club and who subscribe to the objectives of the Club. Junior members may not vote or hold an elective office in the Club. This membership will automatically convert to regular membership at age 18.
- C. Family membership shall be open to all persons within a household regardless of age who are in good standing with The American Kennel Club and who subscribe to the objectives of the Club. Two household members, eighteen years of age or older, shall be entitled to voting privileges. Changing from a regular membership to a family membership requires approval by the Board of Directors (the "Board").
- D. Associate membership is open to those individuals nominated by the Board and approved by the membership, and is offered to individuals who live *outside* of the Club's area. Associate members are entitled to all club privileges except voting and office holding and must be in good standing with the American Kennel Club.
- E. Individuals who have made significant contributions to the Sport or the club, may be nominated for honorary membership for an indefinite term by the Board and by majority vote of the Club. Honorary members will pay no dues, shall not vote and shall not be entitled to hold any office in the club. Honorary members must maintain good-standing with The American Kennel Club.
- F. Individuals may be nominated for lifetime membership by the Board in recognition of their ongoing participation and dedication to the Club. A majority vote of the Club is required to elect an individual to lifetime membership. Lifetime members will pay not dues, shall have voting privileges and may hold an office in the Club. Lifetime members must maintain good standing with The American Kennel Club.
- G. While membership is to be unrestricted as to residence, the Club's primary objective is to be representative of the breeders and exhibitors in its immediate area (Greater Livermore, California).

SECTION 2. DUES.

- A. Membership dues shall be established by the Board. Dues for regular members shall not exceed

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\$100.00 per year.

- B. Membership dues are due and payable on or before the first day of January of each year. No regular member may vote whose dues are not paid for the current year.
- C. During the month of November, the Treasurer shall send to each member a statement of his dues for the ensuing year.

SECTION 3. ELECTION TO MEMBERSHIP.

Each applicant for membership shall apply on a form as approved by the Board. Said application shall provide that the applicant agrees to abide by the Club's Constitution and By-Laws and by 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 and who do not reside in the same household. Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the Secretary and each application is to be read at the first regular meeting of the Club following its receipt, provided the applicant is in attendance. The application is then read at a second regular Club meeting at which the applicant is in attendance. With Board approval, participation in a club event may be used in lieu of attending a second meeting. At the next regular Club meeting, the application will be voted upon secretly. -An affirmative vote of 2/3 of the members present and voting at that meeting shall be required to elect the applicant. The applicant will be allowed to attend the meeting at which voting is to take place, however, the applicant shall not be present in the room or during that portion of a virtual meeting for the actual voting. The Secretary will notify the applicant in writing of the Club's decision within ten (10) days after the meeting at which the vote is taken.

Applicants for membership who have been rejected by the Club may reapply only after six (6) months has lapsed from the date of such rejection.

SECTION 4. TERMINATION OF MEMBERSHIP.

Membership may be terminated:

- A. By Resignation. Any member in good standing may resign from the Club upon written notice to the Secretary. 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. Payment of any dues' obligations must be confirmed by the Treasurer before resignation will be accepted.
- B. By Lapsing. A membership will be considered as lapsed and automatically terminated if such members' dues remain unpaid ninety (90) days after the first day of the fiscal year; however, the Board may grant an additional ninety (90) days 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.

- C. By Expulsion. A membership may be terminated by expulsion as provided in Article VI, Section 4 of these By-Laws.

ARTICLE II -- MEETINGS AND VOTING

SECTION 1. CLUB MEETINGS.

Regular Meetings of the Club shall be held in the Greater Livermore, California area during the months of March, June, September, October, and December, on the second Thursday of each month, at such hour and place as may be designated by the Board. Or the regular meeting may be conducted electronically (such as a teleconference call or videoconference) with approval of the Board.

The meeting dates may be changed with approval by the Board if that change is to facilitate a planning meeting, such as the meeting before the shows.

Written notice of each such meeting shall be mailed or emailed by the Secretary at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be twenty per cent (20%) of the members in good standing.

The meeting night may be changed due to special circumstances with approval of three-quarters of the members present at the meeting that the vote is taken. For the following meeting, the meeting night will return to the second Thursday of the month.

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 within the Greater Livermore area or electronically (such as a teleconference call or videoconference) at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed or emailed by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting. 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 twenty percent (20%) of the members in good standing.

SECTION 3. BOARD MEETINGS.

Meetings of the Board shall be held in the Greater Livermore, California area or via telephone conference call or via videoconference at such hour and place as may be designated by the Board, but not less than five (5) meetings per year. Written notice of each such meeting shall be mailed **or emailed** by the Secretary at least five (5) 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 (3) members of the Board. Such special meetings shall be held within the Greater Livermore, California area or via teleconference call or via videoconference at such place, date and hour as may be designated by the person authorized herein to call such meetings. Written notice of such meetings shall be mailed or emailed by the Secretary at least five (5) days and not more than ten (10) days prior to the date of the meeting. No other business shall be transacted thereat. A quorum for such meetings shall be a majority of the Board.

SECTION 5. VOTING.

Each member in good standing, eligible to vote and whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he/she is present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III -- DIRECTORS AND OFFICERS

SECTION 1. BOARD OF DIRECTORS.

The Board shall be comprised of the President, First Vice President, Second Vice President, Secretary, Treasurer, Delegate to The American Kennel Club and five (5) other persons all of whom shall be elected for one-year terms at the Club's Annual Meeting as provided in Article IV, Section 2 and shall serve until their successors are elected. General Management of the Club's affairs shall be entrusted to the Board. The Bench Show Committee consists of all the members of the Board.

SECTION 2. OFFICERS.

The Club's officers consisting of the President, First Vice President, Second Vice President, Secretary, Treasurer, and Delegate shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- A. The President shall preside at all meetings of the Club and of the Board, and shall oversee the day-to-day running of the Club and all duties normally appurtenant to the office of the President.
- B. The First Vice President (hereinafter referred to as "1st VP") will have the responsibilities normally appointed to the position of the Show Chairman. The 1st VP is responsible for appointing assistants, subject to the approval of the Board, as needed to carry out planning and staging of the All Breed Dog Show.
- C. The Second Vice President (hereinafter referred to as ("2nd VP")) will act as the Obedience Chairman at obedience trial and coordinates chairman duties for other performance events. The 2nd VP may designate another member to serve as Obedience Trial Chairman. The 2nd VP shall

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also have the responsibility of overseeing the training classes including the hiring of instructors and their assistants, appointing the class coordinator, establishing policies to be maintained by the instructors, negotiating for the location of the classes.

- D. The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters for which records shall be ordered by the Club, keep a list of the members of the Club with their address, and shall notify members of meetings and shall carry out such other duties as are prescribed by these By-Laws. The Secretary will have charge of the Club's correspondence, notify new members of their election to membership, notify officers and directors of their election to office and carry out such other duties as prescribed in these By-Laws. The Secretary may, with approval of the Board, appoint an assistant to help with any of the duties listed herein.
- E. The Treasurer shall collect and receive all monies due or belonging to the Club. The Treasurer shall deposit all monies in the name of the Club in a bank designated by the Board. The Treasurer's book shall be at all times open for inspection by the Board and the Treasurer shall report to the Board at every meeting the condition of the Club's finances and every item of receipt or payment not previously reported. 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 shall determine.
- F. Delegate to the American Kennel Club. The Delegate shall attend meetings of the AKC and shall conduct the business of the Club as directed by the consensus of the general membership.

SECTION 3. APPOINTED POSITIONS.

At the first Board Meeting held in January, the Board shall appoint members to committees for a one (1) year term.

SECTION 4. VACANCIES.

Any vacancies occurring on the Board or among the officers during the year, shall be filled until the next Annual Meeting by a majority vote of all the 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. The only exception is a vacancy in the office of President. This vacancy shall automatically be filled by the 1st VP and the resulting vacancy in the office of 1st Vice President shall be filled by the Board.

ARTICLE IV -- THE CLUB YEAR, ANNUAL MEETING ELECTIONS

SECTION 1 FINANCIAL/FISCAL/OFFICIAL YEAR.

The Club's financial, fiscal and official year shall begin on the first day of January and end on the 31st day of December.

SECTION 2. ANNUAL MEETING.

The Annual Meeting shall be held in the month of December 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 or her successor in the office all properties and records relating to that office within thirty (30) days after the election.

If a virtual meeting format is used for the annual meeting the secret ballots will be cast electronically. A ballot will be sent electronically to all eligible members in attendance at the meeting. The secretary will tally the votes and report to the membership.

SECTION 3. ELECTIONS.

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The five (5) nominated candidates 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 (3) members and two (2) alternates. One (1) member shall be a member of the Board while the other members and alternates shall be from the membership at large. The Secretary shall immediately notify the committee members and alternates of their selection. The Board member shall be the Chairman for the Committee and it shall be his or her duty to call a committee meeting which shall be held on or before July 1st.

- A. The Committee shall nominate one (1) candidate for each office and five (5) candidates for the five (5) other positions on the Board. After securing the consent of each person nominated, the Committee Chairman shall immediately forward their written nominations report to the Secretary.
- B. Upon receipt of the Nominating Committee's report, the Secretary shall, before August 1st, notify each member in writing of the candidates so nominated.
- C. Additional nominations may be made at the September meeting by any member in attendance provided that the person so nominated accepts when his or her name is proposed, and further provide that if the proposed candidate is not in attendance at this meeting, his or her proposer shall present to the Secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate.
- D. 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 of the Nominating Committee.

- E. Nominations cannot be made at the Annual Meeting or in any manner other than as provided in this Section.

ARTICLE V -- COMMITTEES

SECTION 1. STANDING COMMITTEES

The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows, obedience trials, field 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. COMMITTEE APPOINTMENT TERMINATION

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 any of the privileges of The American Kennel Club automatically shall be suspended from any of 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 interests 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 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 interests of the Club. If the Board considers that the charges do not allege misconduct prejudicial to the best interests of the Club, it may refuse to entertain them. If the Board entertains jurisdiction of the charges, it shall fix a date of a Board Hearing not less than three (3) weeks and no 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 defendant may personally appear in his or her own defense and bring witnesses if he or 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. 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, reprimand or 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 punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the reprimand or suspension shall not restrict the Defendant's right to appear before his or her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached its 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 a Regular or Special Meeting of the Club to be held within sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation.

The Defendant shall have the privilege of appearing in his or her own behalf, although 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 or her own behalf if he or she wishes. The meeting shall then vote by secret ballot on the proposed expulsion. A two-thirds majority vote of those present and voting at the meeting shall be necessary for expulsion. If the expulsion is not approved, the Board's suspension shall stand.

ARTICLE VII -- AMENDMENTS

SECTION 1.

Amendments to the Constitution and By-Laws may be proposed by the Board or by written petition addressed to the Secretary signed by twenty percent (20%) of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members with the 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 two-thirds (2/3) secret vote of the members present and voting at any Regular or Special Meeting called for that purpose, provided that 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.

SECTION 3.

No amendment to the Constitution and By-Laws that is adopted by the Club shall become effective until it has been approved by the Board of the American Kennel Club.

ARTICLE VIII -- DISSOLUTION

SECTION 1.

The Club may be dissolved at any time by the written consent of not less than two-thirds of the members in good standing. In the event of the dissolution of the Club for purposes other than reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club, no proceeds, nor any assets of the Club shall be distributed to any members of the Club. 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.

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 last meeting
Report of President
Report of Treasurer
Report of Secretary
Report of the 1st Vice President
Report of the 2nd Vice President
Report of the Delegate
Report of Committees
Election of Officers and Board (At Annual Meeting)
Election of New Members
Unfinished Business
New Business
Adjournment

SECTION 2.

ANNUAL BOARD MEETING.

The Annual Board Meeting shall be held in the month of January. At the Annual Meeting of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

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Reading of the Minutes from the last meeting
Report of the Secretary
Report of the Treasurer
Budget Planning for Upcoming Year
Discussion of Schedule of Activities for Upcoming Year
Review of Membership Status
Old Business
New Business
Adjournment

BOARD MEETINGS.

At Regular Meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Reading of the Minutes of Last Meeting
Report of Secretary
Report of Treasurer
Report of the 1st VP
Report of the 2nd VP
Report of the Delegate
Report of Committees
Unfinished Business
New Business
Adjournment

ARTICLE X -- PARLIAMENTARY AUTHORITY

SECTION 1.

The rules contained in the current edition of the 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.