

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**BURLINGTON COUNTY KENNEL CLUB**

**ARTICLE I**  
**Name and Objects**

**SECTION 1.** The name of the club shall be the Burlington County Kennel Club, Inc.

**SECTION 2.** The objects of the club shall be to:

- a) To further the advancement of all breeds of purebred dogs.
- b) To do all in its power to protect and advance the interests of all breeds of purebred dogs and to encourage sportsmanlike competition at all American Kennel Club sanctioned events.
- c) To conduct American Kennel Club sanctioned events under the rules and regulations of the American Kennel Club.

**SECTION 3.** The club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the club shall inure to the benefit of any member or individual.

**SECTION 4.** The members of the club shall adopt and may from time to time revise such bylaws as may be required to carry out these objects.

**BYLAWS**

**ARTICLE I**  
**Membership**

**SECTION 1. Eligibility.** There shall be four types of membership (regular, household, junior and life) open to all persons who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club.

- a) Regular membership is open to all persons 18 years of age or older. A regular membership shall consist of a single membership having one vote.
- b) Household membership is open to all persons 18 years of age or older. A household membership shall be two or more persons at the same residence with each member having one vote.
- c) Junior membership is open to all juniors between the ages of 8 and under 18. Junior members may automatically covert to regular membership upon reaching their 18<sup>th</sup> birthday. Junior members may not vote or hold office.
- d) Life memberships are to be selected by the board. Life membership shall be exempt from dues payment but will be eligible to vote and hold office.

While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

**SECTION 2. Dues.** The initiation fee shall be an amount designated by the board of directors. The dues for a regular member shall not exceed \$35.00 for single membership, and shall not exceed \$20.00 for each additional household member. The dues for junior members shall not exceed \$10.00. This is payable upon election to membership and on July 1<sup>st</sup> of each subsequent official club year. Individuals elected to membership at the May and June meeting shall be exempt from payment for the subsequent year. This amount may be reevaluated by the board of directors and changed when deemed necessary. No member may vote whose dues are not paid for the current year. During the month of May the Treasurer shall send to each member a statement of dues for the ensuing year.

**SECTION 3. Election to Membership.** 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 of the Burlington County Kennel Club, Inc., 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 (2) members in good standing, not from the same household and whom have know the applicant at least six (6) months. All applications are to be filed with both the Corresponding Secretary and the Membership Chairman and each application is to be read at the membership meeting prior to voting upon its acceptance. Applicants for membership shall be required to attend three (3) club meetings within a twelve (12) month period, after which the board of directors will vote, at their next regular meeting, whether or not to recommend the said applicant to the club for acceptance. At the following club meeting such application shall be voted on by secret ballot and affirmative votes of 3/4 of the members present and voting at that meeting shall be required to elect the applicant.

(a) A member's voting eligibility shall take effect at the next regular meeting following election to membership in the club.

(b) Applicants for membership who have been rejected by the club may not reapply within six (6) months after such rejection.

**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 Corresponding Secretary, but no member may resign when in debt to the club. Dues obligations are considered a debt to the club and they are incurred on the first day of July.

(b) *by lapsing.* A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of July; however, the board may grant an additional thirty (30) 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 bylaws.

## **ARTICLE II Meetings and Voting**

**SECTION 1. Club Meetings.** Meetings of the club shall be held each month in the greater Moorestown, NJ area from September through June. The date, hour and place of these meetings shall be remitted to the membership by the Corresponding Secretary at least ten (10) days prior to the date of the meeting by email, newsletter, or other suitable means. The quorum for these meetings shall be twenty (20) percent of the members in good standing.

**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, or by receipt of a petition signed by five (5) members in good standing of the club sent to the Corresponding Secretary. Such special meetings shall be held in the greater Moorestown, NJ area 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, emailed or other suitable notification by the Corresponding 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 at that time. The quorum for such a meeting shall be twenty (20) percent of the members in good standing.

**SECTION 3. *Board Meetings.*** Meetings of the board of directors shall be held at the discretion of the majority of the board members. Board meetings may be held in person, by conference call, or email. If email is used, then board members have exactly one week to respond, or their vote or input will not be considered. In any case the majority of the board members must participate in any decisions, phone calls, or emails for the decisions to be binding on the club and the board. The quorum for any meetings or decisions shall be a majority of the board. The board shall hold at least two face to face meetings of the board of directors.

**SECTION 4. *Special Board Meetings.*** Special meetings of the board may be called by the President, or upon receipt of a petition to the Corresponding Secretary signed by at least three (3) members of the board. These meetings shall be held in the greater Moorestown, NJ area at such place, date, and hour to be designated by the person or persons authorized to call the meeting. Or these meetings may be conducted as a conference call. Notice of such meeting shall be remitted by mail or phone call by the Corresponding Secretary at least seven (7) days and not more than fifteen (15) days prior to such a meeting. The notice shall state the purpose of this meeting and no other business shall be transacted at that time. The quorum for such a meeting shall be a majority of the board.

**SECTION 5. *Voting.*** Each member in good standing, except juniors, whose dues are paid for the current year shall be entitled to one vote at any meeting of the club at which they are 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 officers, board of directors and the Delegate to the American Kennel Club 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 IV and shall serve until their successors take office. The officers shall be elected for a term of one (1) year, the Delegate to the American Kennel Club shall be elected for a term of two (2) years, and six (6) board members, three (3) of whom shall be elected at each annual meeting for a term of two (2) years. The immediate Past President shall be a voting member of the board. General management of the club's affairs shall be entrusted to the board of directors.

**SECTION 2. *Officers.*** The club's officers, consisting of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, 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 have the duties and powers normally appurtenant to the office of President, in addition to those particularly specified in these bylaws.

1) The President shall be a member *ex-officio* of all committees elected and appointed, except the Nominating Committee and shall be entitled to a vote at all committee meetings.

2) Two (2) one year terms shall be the maximum number of consecutive terms for which any person may hold the office of President.

(b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

(c) The Corresponding Secretary shall have charge of all correspondence, notify members of general meetings, keep a file of applicants to the club, notify new members of their election to membership, and carry out such other duties as prescribed by these bylaws.

(d) The Recording Secretary shall keep a record of all meetings of the club and of the board of directors, as well as attendance at these meetings and of all matters of which a record shall be ordered by the club; keep a roll of the members of the club with their addresses, and shall carry out such duties as are prescribed in these bylaws.

(e) The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank approved by the board of directors in the name of the club. The Treasurer's books shall at all times be open to inspection by the board. A written financial statement shall be prepared monthly, reporting the condition of the club's finances and every item of receipt or payment not previously reported. This report is to become a part of the club's permanent records. An auditing committee, appointed annually by the board, shall examine all accounts of the club, both as to receipts and disbursements, and shall report the results of its examination to the club at the September meeting. The Treasurer shall be bonded for an appropriate amount.

(f) The Delegate to the American Kennel Club shall be the representative to the American Kennel Club. The Delegate shall attend all meetings of the American Kennel Club and submit a written report of the proceedings to the club following each meeting.

**SECTION 3. *Vacancies.*** Any vacancies occurring on the board or among the offices during the year shall be filled for the unexpired term of office by a majority vote of all the 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.

**SECTION 4. *Attendance Requirements.*** Any officer or board member failing to attend three (3) consecutive board meetings shall be required to present a written statement of the reason for the absence to the President. This statement shall be read to the club's remaining board members at the next regular board meeting. If, by a 2/3 vote of the board and a secret written ballot, the members present find the reason unacceptable, the office shall be declared vacant and filled for the balance of the term according to Article III, Section 3.

**ARTICLE IV**  
**The Club Year, Annual Meeting, Elections**

**SECTION 1. *Club Year.*** The club's fiscal year shall begin on the first day of July and end on the thirtieth day of June

**SECTION 2. *Annual Meeting.*** The annual meeting shall be held in the month of June, at which time officers, Delegate to The American Kennel Club and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. They shall take office July 1<sup>st</sup>. Each retiring officer shall turn over to the successor in office all properties and records relating to that office within thirty (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 three (3) nominated candidates for other positions on the board who receive the greatest number of votes for such positions shall be declared elected. When required, a Teller's Committee consisting of two (2) members, in good standing, who are not running for elective positions shall be appointed by the board, at the May regular monthly meeting. They shall be responsible for counting ballots at the June election.

**SECTION 4. *Nominations.*** No person may be a candidate in a club election who has not been nominated. During the month of February, the board shall select a Nominating Committee consisting of three (3) members and two (2) alternates, not more than one member and one alternate member who are currently holding elective positions. The Corresponding Secretary shall immediately notify the committee members and the alternates of their selection. The board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting during the month of March.

(a) In order to be eligible for a position as an officer, member of the board or Delegate to The American Kennel Club an individual must have within the previous two (2) years:

- 1) Been a member in good standing.
- 2) Served actively on a committee.
- 3) Attended fifty (50) percent of the regularly scheduled meetings.
- 4) Actively participated in club functions.

(b) The committee shall nominate one candidate for each office, Delegate to the American Kennel Club, and three (3) candidates for the three (3) elective positions on the board. No person may be a candidate for more than one position on the board. After securing the consent of each person so nominated, the committee shall report their nominations to the Corresponding Secretary in writing prior to April 1<sup>st</sup>.

(c) The Nominating Committee shall report its selection to the membership at the April meeting.

(d) Additional nominations may be made at the May meeting by any member in attendance, provided that the person so nominated does not decline and meets all eligibility requirements for the office when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Corresponding Secretary, at that meeting, a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.

(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.** 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 interests of the club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of fifty (\$50.00) dollars, which shall be forfeited if such charges are not sustained by the board following a hearing. The Corresponding 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 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 for a hearing by the board not less than three (3) weeks nor more than six (6) weeks thereafter. The Corresponding 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 own defense and bring witnesses if he 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 both 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 (6) months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing club meeting which considers the board's recommendation. Immediately after the board has reached a decision, its finding shall be put in written form and filed with the Recording Secretary. The Corresponding 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 of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the board's finding and recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The members shall then vote by secret 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 bylaws may be proposed by the board of directors or by written petition addressed to the Corresponding Secretary signed by twenty (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 Corresponding Secretary for a vote within three (3) months of the date when the petition was received by the Corresponding Secretary.

**SECTION 2.** The constitution and bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

**SECTION 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 VIII Dissolution**

**SECTION 1.** The club may be dissolved at any time by the written consent of not less than 2/3 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 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, but after payment of the debts of the club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the board of directors.

**ARTICLE IX  
Order of Business**

**SECTION 1.** At meetings of the club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

1. Roll call (Sign-in of members and guests)
2. Minutes of previous meeting
3. Report of President
4. Report of Corresponding Secretary
5. Report of Treasurer
6. Report of A.K.C. Delegate
7. Reports of committees & representatives (in alphabetical order)
8. Election of officers and board (at annual meeting)
9. Election of new members
10. Unfinished business
11. New business
12. Adjournment

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

1. Reading of minutes of previous meeting
2. Report of Corresponding Secretary
3. Report of Treasurer
4. Report of A.K.C. Delegate
5. Reports of committees
6. Unfinished business
7. New business
8. Adjournment

**ARTICLE X  
Parliamentary Authority**

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