

# **CLINTON COUNTY CANINE CLUB** **CONSTITUTION**

## **ARTICLE I NAME AND OBJECTIVES:**

Section A - The name of the club shall be the Clinton County Canine Club, hereafter known as the Club.

Section B - The objectives of the Club shall be:

1. To protect and advance all interests of breeds of both pure and mixed breed dogs and to encourage sportsmanlike competition at dog shows and obedience trials.
2. To promote community involvement by providing appropriate educational services as determined by the membership.
3. To conduct matches and other competitive events under the rules of the American Kennel Club, Inc. and/or any recognized canine organization.<sup>1</sup>

Section C - The Club shall not be conducted or operated for profit, and no profit or remainder or residue from dues or donations shall inure to the benefit of any member or individual.

Section D - Charitable donations may be given at the discretion of the board.

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.

## **BY-LAWS**

## **ARTICLE I MEMBERSHIP:**

Section A – Eligibility: There shall be two types of membership, Single and Family open to all persons who are in good standing with the American Kennel Club and who subscribe to the purpose of this Club. Eligibility for membership is unrestricted as to residence. The Club’s primary purpose is to be representative of the breeders, exhibitors, and trainers in its immediate area.

Section B – Dues: Membership dues can be changed at the Annual Meeting in June with 2/3-majority vote of those attending.<sup>2</sup>

---

<sup>1</sup> Revised June 2003

<sup>2</sup> Revised December 2003

Section C – Election to membership: Each applicant for membership shall have successfully completed one training class offered by the Club. They shall then apply on a form as approved by the Club, which provides that the applicant agrees to abide by these Constitution and By-Laws and the rules of the American Kennel Club. The application shall carry the name, address, and occupation of the applicant. Dues for the current year shall accompany the application. Limited exceptions to the above may be made with Board approval.

All applications are to be filed with the Secretary and are to be read and voted on at the first meeting of the Board following the receipt. A majority of affirmative votes will grant a provisional membership to the applicant until the first meeting of the Club.

Provisional members will have the same rights and privileges as the full member. At the Club meeting, the application of the provisional member will be voted on and affirmative votes of  $\frac{3}{4}$  of the members present and voting at that meeting shall be required to confirm full membership of any provisional member. Applications that have been rejected by the Club may not re-apply within six months after such rejection.

Section D – Termination of Membership: Membership may be terminated:

1. 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, and they become incurred on the first day of each year.
2. By Lapsing: A membership will be considered lapsed and automatically terminated if such dues remain unpaid 30 days after the first day of the current fiscal year (June 30). Any member who allows dues to lapse 30 days but not more than 6 months before renewing membership will be reinstated upon payment of dues. If dues lapse more than 6 months, the member must reapply for membership.
3. By Expulsion: A membership may be terminated by expulsion provided in Article IV of these BY-LAWS.

## **ARTICLE II MEETINGS AND VOTING**

Section A – Club meetings: Meetings of the Club shall be held within Clinton County at least twice a year – in the month of June (Annual Meeting) and December, at such an hour and place designated by the membership.

Written notice of such meetings shall be mailed by the Secretary at least ten days prior to the date. The quorum for such meetings shall be 10% or not fewer than 10 people the membership attending.

Section B – Special Meetings: Special Club meetings may be called by the President, or by a majority of the members of the Board of Directors present and voting at any meeting of the Board or by the Secretary upon receipt of a petition signed by five members in good standing. Such meetings shall be held within Clinton County at such hour and place as may be designated by the membership. Written notice of said meeting shall be mailed at least 5 days before the meeting. No other Club business may be conducted at a special meeting. The quorum for such meetings shall be 10% or not fewer than 10 people of the membership attending.

Section C – Board Meetings: Meetings of the Board of directors shall be held within Clinton County as needed, at such hour and place as may be designated by the Board. The Secretary shall mail written notice of such meeting at least five days before the meeting date. The quorum for such meetings shall be a majority of the Board.

Section D – Special Board Meetings: Special meetings of the Board may be called by the President, or the Secretary upon receipt of a petition signed by three board members. Such meetings shall be held within Clinton County, at such hour and place designated by the Board. The Secretary shall mail out written notice of such meetings at least five days prior to the meeting date. No other Club business may be transacted at such meetings. A quorum for such meetings shall be a majority of the Board.

Section E – Voting: To be eligible to vote, a member must be 16 years old or older and in good standing with the Club. A single membership entitles the member to one vote at any Club meeting, Special meeting, or election. A family membership entitles the family to two votes at any Club meeting, Special meeting, or election. Proxy voting is not permitted at any meeting or election.

### **ARTICLE III DIRECTORS AND OFFICERS:**

Section A – Board of Directors: The Board shall be comprised of the President, Vice President, Secretary, Treasurer and three other persons, all of whom shall be elected for one year terms at the Club’s Annual Meeting as provided in Article IV, and shall serve until their successors are elected. General management of the Club’s affairs shall be entrusted to the Board.

Section B – Officers: The Club’s officers, consisting of President, Vice President, Secretary and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

1. The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to that office in addition to those specified in these BY-LAWS.
2. The Vice President shall have the duties and exercise the powers of the President in the event of the President's absence, incapability, or death.
3. 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. He/She shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the Club, with their addresses and carry other such duties as are prescribed in these BY-LAWS.
4. The Treasurer shall collect and receive all money due or belonging to the Club and deposit same in a bank designated by the Board in the name of the Club. His/her books shall at all times be open to inspection by the Board, and he/she shall report the state of the Club's finances and each item or payment or receipt not previously reported at each Club meeting. At the annual meeting he/she shall render an account of all money expended and received during the previous year.

Section C - Vacancies: Any vacancies occurring among the Officers or on the Board shall be filled until the next annual election by majority of all the remaining members of the Board, at its first regular meeting following the creation of such vacancy: except that a vacancy in the office of President shall be automatically filled by the Vice President, and the resulting vacancy in the office of Vice President then shall be filled by the vote of the Board.

#### **ARTICLE IV THE CLUB YEAR, ANNUAL MEETING, ELECTIONS:**

Section A – Club Year: The Club's fiscal year shall begin on 1 July and end on 30 June. The Club's official year shall begin at the conclusion of the election at the annual meeting and continue through the election at the next annual meeting.

Section B – Annual Meeting: The annual meeting shall be held in the month of June at which Officers and Directors shall be elected for the ensuing year. The election shall be by written secret ballot from among those nominated in accordance with Section D of this Article. They shall take over office immediately at the conclusion of that annual meeting, and each retiring officer shall turn over his/her records and properties pertaining to that office to his/her successor within 15 days.

Section C – Elections: the nominated candidate receiving the greatest number of votes shall be declared elected for each office. The three nominated candidates for positions on the Board who receive the greatest number of votes shall be declared elected.

Section D – Nominations: NO person may be a candidate for an office who has not been nominated. During the month of April, the Board shall select a Nominating Committee, consisting of three members, not more than one of which shall be a member of the Board. The Secretary shall immediately notify the committee members of their selection. The Board shall appoint a Chairperson for the committee who will be responsible for a timely committee meeting.

1. The Committee shall nominate one person for each office and three persons for position on the Board and after securing the consent of those nominated, shall report their nominations to the Secretary in writing.
2. Upon receipt of the Nominating Committee report, the Secretary shall notify each member of the Club in writing of the candidates so nominated at least 10 days before the annual meeting. Additional nominations may be made from the floor at the time of the annual meeting provided the person so nominated accepts when his/her name is proposed, or, if the candidate is not in attendance, his/her proposer shall give the Secretary a written statement from the candidate stating his/her willingness to accept the nomination. No person may be a candidate for more than one position.

## **ARTICLE VI DISCIPLINE:**

Section A – American Kennel Club Suspension: Any member who is suspended from the American Kennel Club shall automatically be suspended from privileges of this Club for a like period.

Section B – Charges: Any member may prefer charges against any member for alleged misconduct prejudicial to the best interests of the Club and the sport. Written charges shall be filed in duplicate with the Secretary, together with a \$10.00 deposit, to be forfeited if the charges are not sustained at a Board hearing. The Secretary shall present a copy of the charges to each member of the Board, and the Board shall set a date for the hearing if it is determined the charges warrant. Such hearing shall be not sooner than three, or later than six weeks after the Secretary received the charges.

Section C – Board Hearing: The Board shall decide whether counsel may attend the hearing but both parties shall be treated uniformly in that regard. If the charges are sustained, the Board, by majority vote of those present, may suspend the defendant from the Club for not more than six months. If the Board deems it appropriate, they may recommend expulsion

from the Club of the defendant by the membership. In this case, suspension shall not bar the defendant from appearing before the membership at the meeting, which considers the Board's recommendation. The Board's decision shall be put in writing by the Secretary, who shall inform all parties concerned.

Section D – Expulsion: Expulsion of a member from the Club may take place only at a Club meeting, following a Board Hearing and upon a Board recommendation, as stated in Section C of this Article. No evidence shall be taken at this meeting. The President shall read the charges and the Board recommendation, and the defendant may speak on his/her behalf. A 2/3 vote of those present, by secret ballot, shall be required for expulsion. If expulsion is not sustained, the Board suspension shall stand.

#### **ARTICLE VII AMENDMENTS:**

Section A – Amendments to the Constitution and By-Laws may be proposed by the Board or by petition addressed to the Secretary signed by 20% of the members. Amendments so proposed must be promptly considered by the Board and must be presented to the membership with the Board's recommendation within three months of the date of the petition.

Section B – Amendments may be accepted by a 2/3 vote of those present at any regular or special Club meeting, provided the Secretary shall have informed the membership in writing of the proposed amendment at least two weeks before the meeting.

#### **ARTICLE VIII DISSOLUTION:**

Section A – The Club may be dissolved at any time by written consent of 2/3 of its members. In this event, all property and moneys belonging to the Club shall, after payment of all outstanding debts, be given to a charitable organization for the benefit of dogs selected by the Board.

#### **ARTICLE IX ORDER OF BUSINESS:**

Section A - The order of business at board meetings, as much as possible should be:

Minutes of previous meeting

Reports of Officers  
Reports of committees  
Election of Provisional Members  
Old business  
New business  
Adjournment

Section B – The order of business at Club meetings shall be the same as the above except the election of New Members shall substitute for the Provisional Members Election. At the Annual Meeting the election of New Members shall precede the election of Officers.

## CLINTON COUNTY CANINE CLUB APPENDIX I TO THE CONSTITUTION

### A. Qualifications for teaching classes:<sup>3</sup>

#### 1. Qualifications for teaching fundamental classes (such as Puppy Kindergarten and Basic Obedience/Family Pet Manners):

- a. The person must have taken the class and assisted another qualified instructor in teaching the class.
- b. The first time the person teaches the class, another person qualified to teach the class, or a mentor approved by the Training Committee must be present to provide assistance and feedback.

#### 2. Qualifications for teaching upper-level classes:

- a. The person must have the approval of the Training Committee. Approval will include a review of the person's relevant training experience.
- b. New classes require permission of the Training Committee based on a review of the person's relevant experience as an instructor, knowledge of the subject, and submission of a syllabus for the proposed class.

Exceptions to these requirements may be made at the discretion of the Training Committee.

All classes will be instructed in compliance with the Club's philosophy of using positive reinforcement training techniques.

Club members are encouraged to audit and/or assist with classes with the permission of the class instructor.

### B. Number of Instructors and Assistants per Class – payment:<sup>4</sup>

There will be one primary Instructor per class with one assistant at instructor's discretion. In special circumstances, an additional assistant may be added.

---

<sup>3</sup> Revised December 2023

<sup>4</sup> Revised December 2004, June 2016, December 2023



Instructors and assistants who complete the majority of a class will receive a gift of a voucher that may be exchanged for either the registration fee for one (1) class or for the payment of dues for a one (1) year membership renewal (family or individual). There will be a five (5) year expiration date on the voucher.

C. Classes Offered and Requirements:

PUPPY KINDERGARTEN – Open to all puppies, no prior training necessary.

SHOW HANDLING – Open to all puppies and dogs, no prior training necessary.

BEGINNER OBEDIENCE – Open to all dogs over 6 months old. No prior training necessary. When Puppy Kindergarten is not offered, puppies over 4 months old may be entered in Beginners at the discretion of the instructor.

PRE-NOVICE OBEDIENCE – Open to dogs that have successfully completed Beginners Obedience class or when space is available at the discretion of the instructor.

NOVICE OBEDIENCE – Open to dogs that have successfully completed Beginner Obedience and are ready to begin working off-leash or when space is available at the discretion of the instructor.

ADVANCED OBEDIENCE – Open to dogs with CD degree or when space is available at the discretion of the instructor.

The Clinton County Canine Club will offer any classes, seminars and events which the board and membership feel appropriate. Examples would be Tracking, Agility, Therapy Dog training.<sup>5</sup>

D. Fees for classes:

Fees for classes will be established as necessary by the board.

---

<sup>5</sup> Revised October 2000

## **CLINTON COUNTY CANINE CLUB APPENDIX II TO THE CONSTITUTION<sup>6</sup>**

### **RULES FOR ADMINISTRATION OF THE SCHROEDER/KOLZ MEMORIAL SCHOLARSHIP AWARDS**

The Schroeder/Kolz Memorial Scholarship Fund (the Fund) was established by the Clinton County Canine Club (the Club) to honor Fay Kolz, a founding member of and former President of the Club, and Dorothy Schroeder, a long-term influential club member and former President. The Fund, administered by the Club, encourages, through a substantial financial award, the study of animal science at a two or four year accredited professional school. The scholarship award will be no more than \$2000, paid in two \$1000 installments.

The Scholarship Committee consists of three members and an alternate. The Committee will solicit applicants for the Scholarship award whenever sufficient funds for the award will be available. The Committee will select the award recipient and an alternate and notify both in writing of its decision. A report of the Committee activities will be presented at the annual meeting of the Club.

Amendments to these rules must be approved by two-thirds of the Club members.

### **RULES FOR SCHOLARSHIP AWARD APPLICATION**

Any Clinton County resident may apply. Residents of other counties may apply when they, or their parents, are members of the Clinton County Canine Club.

The applicants (high school graduates) must provide:

1. A letter of application with the description of their extracurricular activities, i.e. sports, clubs, participation in the 4-H organization, etc.
2. A letter of reference.
3. Transcript of grades from their school

Applications are to be submitted online through the link provided on the Clinton County Canine Club website.

All applications must be received by May 1st of the current year.

The award recipient will receive the first payment after registration for the first semester and the second payment after completion of the first semester and registration for the second semester.

---

<sup>6</sup> Revised June 2023