

# **DOG OBEDIENCE CLUB OF HOLLYWOOD, INC.**

## **CONSTITUTION AND BYLAWS**

(Revised August 2009; revised February 15, 2021)

### **ARTICLE I – NAME AND OBJECTIVES**

Sec. 1 Name: The name of the Club shall be:

Dog Obedience Club of Hollywood, Inc.

Sec. 2 The objectives of the Club shall be:

- (a) to provide the training of and to protect and advance the interest of all breeds of purebred dogs and mixed breeds as pertains to AKC guidelines;
- (b) to encourage sportsmanlike conduct at all Club activities;
- (c) to conduct sanctioned matches, obedience trials, agility trials, and/or field trials as allowed under the rules of the American Kennel Club; and,
- (d) to participate in community projects which protect and promote the interest of all dogs.

Sec. 3 The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from duties or donations to the Club shall inure to the benefit of any member or individual. The Club shall not be conducted or operated for the profit of any individual member.

Sec. 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 objectives.

### **ARTICLE II – MEMBERSHIP**

Sec. 1 Eligibility: There shall be two types of memberships in the Club. **TYPE I** shall be open to all persons 16 years of age and older who are in good standing with the American Kennel Club and who subscribe to the objectives of the Club. **TYPE II** shall be open to persons 10 to 16 years of age, but with no voting privileges.

Sec. 2 Dues: Shall be established by the Board of Directors and subject to approval by the membership. **TYPE II** dues shall be one half (1/2) the amount of single member dues.

Dues will be determined by a passing vote to amend the dues at a Regular Meeting.

Sec. 3 Election of Membership: Each applicant for membership shall apply to the mailing address on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by these Constitution and Bylaws, 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 members in good standing of the Club, not of the same family. Provisional membership shall be effective upon the Club's receipt of the fully completed application, with applicable dues payment. All new members will be provisional for the first six months of their membership as per the rules and regulations. After six months the membership, who are in attendance at the meeting, will vote on the person applying for membership. If in debt to the Club, membership will remain provisional or be denied.

Sec. 4 Dues of Applicants: Accompanying the application the prospective member shall submit dues payment for the current year. If the applicant is not accepted for members, this dues payment will be returned. New members joining after June 30 shall pay a half membership fee for the remainder of the year.

Sec. 5 Member in Good Standing: A member who has no outstanding debt to the Club and has no sanctions against them by the American Kennel Club.

Sec. 6 Termination of Membership: Memberships may be terminated by:

- (a) 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 become incurred on the first day of each year. Dues obligation is considered a debt to the Club.
- (b) 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 January of each year. The Board may grant an additional sixty (60) days extension 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) Expulsion: A membership may be terminated by expulsion as provided in ARTICLE VIII of these Constitution and Bylaws.

### **ARTICLE III – MEETING AND VOTING**

Sec. 1 Club Meetings: Meeting of the Club shall be held in Broward County, State of Florida, on the third Monday of each month at such hour and place as shall be designated by the President. Written notice of such meetings shall be mailed at least seven (7) days prior to the date of such meetings. The quorum for such meetings shall be nine (9) members or twenty five percent (25%) of the Voting membership, whichever is less.

Sec. 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 at any regular or special meeting of the Board, or by the Corresponding 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 in Broward County, and on such date and hour and place as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed at least five (5) days and not more than fifteen (15) days prior to the date of the meeting; and said notice shall state the purpose of the meeting and no other Club business may be transacted there at. The quorum for such a meeting shall be twenty five percent (25%) of the voting membership or nine (9) voting members, whichever is less.

- Sec. 3 Meetings of the Board: Meetings of the Board shall be held at least once a quarter, on such date, time and place as may be designated by the President. Additional Board meetings may be held at the discretion of the President, or at the written request of three members of the Board. Written notice of such meetings shall be mailed by the Corresponding Secretary at least five (5) days prior to the date of the meeting. Five (5) members of the Board shall constitute a quorum of the transaction of business.
- Sec 4 Voting: Each member in good standing shall be entitled to one vote at any meeting of the Club at which he is present. Members eligible to vote at the election of officers at the annual meeting are those whose dues are paid for the current year, have no indebtedness to the Club, and have attended at least two (2) meetings during the previous twelve (12) months. Voting privileges will be restricted to members sixteen (16) years of age and older. Proxy voting and absentee voting will not be permitted at any Club meeting, Board meeting, or election. Honorary Members of the Dog Obedience Club of Hollywood are not voting members and, therefore, do not affect the size of the quorum.
- Sec 5 Method of Attendance at Meetings: Effective as of June 15, 2020, all meetings pursuant to this Article III may be fully held via teleconference, videoconference, virtually or other electronic means as needed due to a national or local emergency, health emergency, or any other event which precludes the Club from holding an in-person meeting. The meeting method and participation details shall be included in the written notice of the meeting as described in Sections 1 through 3 above. During any time when in-person meetings are convened, the provisions of this Section 5 shall allow any member to join such in-person meeting via telephone, videoconference, virtually or other electronic means by communicating such intent to the Secretary no later than forty-eight (48) hours prior to the scheduled meeting time.

#### **ARTICLE IV – DIRECTORS AND OFFICERS**

- Sec. 1 Board of Directors: The Board shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and four (4) other persons; no two members of the same family, all of whom shall be elected for one year terms at the Club's annual meeting as provided in ARTICLE VI. The Board shall have emergency supervision of the Club's affairs between its business meetings, and perform such other duties as are specified in these orders of the Club and none of its acts shall conflict with action taken by the Club. The Training Director and Chairman of all standing committees shall be appointed by the Board and shall be under the direct supervision of the Board. Bench Show Committee shall have full charge of matters pertaining to the conduct of shows and/or field trials held under the auspices of the Club.
- Sec. 2 Officers: The Club's Officers, consisting of President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer shall serve in their respective capacities both with regard to the Club in its meetings and the Board in its meetings.
- (a) The President shall preside at all meetings of the Club and of the Board, and s shall have the powers normally appurtenant to the office of President in addition to those particularly specified in this Constitution and Bylaws. The President will be bonded, the cost to be borne by the Club.
  - (b) The Vice-President shall have the powers and exercise the duties of the President in case of the President's death, incapacity, or absence.
  - (c) The Recording 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.

- (d) The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, notify members of their election to membership, notify officers and directors of their election to office, keep a roll of members of the Club with their addresses, keep a separate record of all standing rules of the Club and motions establishing policies of the Club, and carry out such other duties as prescribed in this Constitution and Bylaws.
- (e) The Treasurer shall collect and receive all monies due or belonging to the Club and receipt thereof and shall deposit same in a bank satisfactory to 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 Treasurer shall report to the Club at every meeting the condition of the Club's finances and every item or receipt or payment not previously reported; and at the annual meeting shall render an account of all monies received and expended during the previous year. The Treasurer shall send statements to all Club members notifying them of dues for the coming year and any indebtedness that a member may owe to the Club. The Treasurer shall have the books ready to be presented for audit two weeks prior to the annual meeting to such individual so designated by the Board to perform such audit. The Treasurer will be bonded, the cost to be borne by the Club.

Sec. 3 Vacancies: Any vacancies occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all members of the Board present at its first regular meeting following the creation of such Vacancies.

Sec. 4 Attendance: Board members who are unable to attend two out of six regular meetings and one out of two Board meetings in a six month period will be requested to resign their duties and office (if applicable) in the Club, unless extenuating circumstances exist that are acceptable to the remaining Board members.

### **ARTICLE V – THE CLUB FINANCES**

Sec. 1 The Board shall authorize the Bench Show Committee to make the necessary indebtedness to conduct a trial. Authorization for all other expenses shall be voted upon at a regular meeting.

### **ARTICLE VI – THE CLUB YEAR, ANNUAL MEETING, ELECTIONS**

Sec. 1 Club Year: The Club fiscal year shall begin on the first day of January and end on the thirty-first day of December.

Sec. 2 Annual Meeting: The Annual Meeting shall be held the third Monday of January in Broward County, State of Florida, at such time and place as shall be designated by the President. Written notice of this meeting shall be mailed by the Corresponding secretary at least ten (10) days prior to the date of the meeting. At this meeting the Officers and members of the Board of 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 immediately upon the conclusion of the election and each retiring officers shall turn over to his successor in office all properties and records relating to that office within fifteen (15) days after election.

- Sec. 3 Nominations: Nominations for Club Officers and Directors may be made only by members in good standing.
- Sec. 4 Nominating Committee: A Nominating Committee shall be appointed no later than the October meeting and shall be instructed to present a slate of officers at the November meeting. There shall be a minimum of three (3) and a maximum of five (5) members on the Nominating Committee. No more than one member shall be a current Board member. The current President may not be a member of the Nominating Committee and no two members from one family may both be members of the Nominating Committee. At the November meeting, the Nominating Committee shall present to the membership one person for each office and a minimum of four (4) candidates for the Board.
- Sec. 5 Elections: Nominations will be accepted from the floor at the November meeting. Following the November meeting and prior to the first of December, the Corresponding Secretary will send each Club member a copy of the slate of officers nominated. Additional nominations may be made during the January meeting. Immediately following further nominations for the office of President, the election of the President shall be held. Next, further nominations shall be made for the office of Vice-President. The same procedure shall be followed for the election of the Recording Secretary, Corresponding Secretary and the Treasurer. After the officers have been elected nominations shall be made from the floor for the Board of Directors. Immediately following nominations, the election of the Board of Directors shall be held.

## **ARTICLE VII – COMMITTEES**

- Sec. 1 The Board of Directors may appoint standing committees to advance the work of the Club in such matters as obedience trials, tracking tests, sanctioned matches, trophies, annual prizes, membership, Training Director 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 President to aid on particular projects.
- Sec. 2 Any committee appointment may be terminated by the majority vote of a quorum of the Board of Directors upon written notice to the appointees. The Board may appoint successors to those persons whose services have been terminated.

## **ARTICLE VIII – DISCIPLINE**

- Sec. 1 American Kennel Club Suspension: any members who are suspended for the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.
- Sec. 2 Charges: The Board or any member in good standing may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges must be filed in duplicate with the Corresponding Secretary. If a member prefers charges, he shall deposit twenty dollars (\$20.00) with the charges, which shall be forfeited if such charges are not sustained. The Corresponding Secretary shall promptly notify the Board which shall meet no 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 registered mail, together with a notice of the hearing and assurances that the defendant may personally appear in his own defense and bring witnesses if he wishes.

Sec. 3 Board Hearing: The Board shall have complete authority to decide whether counsel may attend the hearing, both complainant and defendant shall be treated uniformly in that regard. Should the Board find that the charges are sustained, 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. 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. If the Board deems suspension insufficient, it may also recommend to the membership that the penalty be expulsion.

Sec. 4 Expulsion: Expulsion of a member from the Club may be accomplished only at a meeting of the membership 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 privileges of appearing in his own behalf; however, no evidence will be taken at this meeting. The President shall read the charges and the Board's findings and invite the defendant, if present, to speak if he wishes. The members shall vote by secret written ballot on the proposed expulsion. A two-thirds (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 unless the membership reverses the Board by a two-thirds (2/3) vote by secret ballot. Secret ballots shall be counted by the President and Corresponding Secretary who shall certify same.

### **ARTICLE IX – PALIAMENTARY AUTHORITY**

Sec. 1 The rules contained in Robert's Rules of Order Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

### **ARTICLE X – AMENDMENTS**

Amendments: This Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting called for the purpose. The proposed amendments must be embodied in the call for any such meeting and notification made to each member at least two (2) weeks prior to the date of such meeting.

### **ARTICLE XI – DISSOLUTION**

Sec. 1 Dissolution: The Club may be dissolved at any time by the Written consent of not less than two-thirds (2/3) of the members. In the event of the dissolution of the Club, whether voluntary or involuntary, or by operation of law, none of the 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, non-profit organization for the benefit of dogs selected by the Board of Directors.

## **ARTICLE XII – ORDER OF BUSINESS**

Sec. 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 the Board  
Report of the President  
Report of the Corresponding Secretary  
Report of the Treasurer  
Report of Committees  
Election of Officers and Board Members (Annual Meeting)  
Election of New Members  
Unfinished Business  
New Business  
Adjournment

### **PROVISIONAL MEMBERSHIP**

- 1 - A provisional member will be required to come to two meetings.
- 2 - A provisional member will have no voting privileges.
- 3 - A provisional member will not be entitled to a discount for **any** classes.

After the provisional period, the new member is entitled to vote and get a discount for classes.

### **DOGS**

- 1 - All dogs must be crated or attended by an individual; i.e., dogs are not to be tied or left loose. The only exception will be instructor's demo dogs.
- 2 - When not in class, dogs are not permitted to run freely on the grounds or in the arena.
- 3 - Handlers, be they members or non-members, are expected to clean up after their dogs at all times.

# DOG OBEDIENCE CLUB OF HOLLYWOOD

## Application for Membership



The objectives of the Dog Obedience Club of Hollywood shall be to: (a) provide the training of and protect and advance the interest of all breeds of purebred dogs and mixed breeds as pertains to AKC guidelines; (b) encourage sportsmanlike conduct at all Club activities; (c) conduct sanctioned matches, trials and tests under the rules and regulations of the American Kennel Club and; and (d) participate in community projects which protect and promote the interest of all dogs.

### Type I Membership

Anyone 16 years of age or older, not under suspension for the American Kennel Club and who subscribes to the purposes of this Club.

#### Dues

\$25.00 per year; \$12.50 after June 30

### Type II Membership

Anyone 10 to 16 years of age not under suspension from the American Kennel Club. There are no voting privileges with this membership.

#### Dues

\$12.50 per year; \$6.25 after June 30

*The applicant must be sponsored by 2 non-related members in good standing of the Club. A fully-completed application must be turned into the Club's Corresponding Secretary for processing. Date of provisional membership is the later of the date that a dues payment is received via PayPal or when a fully-completed application is presented for processing.*

*All applicants will be provisional for 6 months after the receipt of their application by the Club. Full membership will be voted upon by members in attendance at a general meeting 6 months after granting of provisional membership, after the provisional member has attended 2 meetings. Provisional members do not have voting rights and are not eligible for any member benefits (including class discounts).*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Breed(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Other Dog Club Affiliations: \_\_\_\_\_

I would like to become a member of DOCOH because: \_\_\_\_\_

Area of Interest (check all that apply):  Obedience  Rally  Agility  Tracking

I would be willing to serve on the following committees:

- Trial/Match (Stewarding, Door, Trophies, Hospitality, Properties)
- Community Outreach
- Programs (Monthly Club meetings/Seminars)
- Training Night – Equipment Set up/Tear Down

***I hereby make application for membership in the Dog Obedience Club of Hollywood and have read and agree to abide by the Constitution and Bylaws of DOCOH and the Rules and Regulations of the American Kennel Club. Please sign and date below:***

\_\_\_\_\_ Date: \_\_\_\_\_

***Signatures of 2 Sponsors who are Members in good standing of DOCOH:***

\_\_\_\_\_  
(Sign & Print)

\_\_\_\_\_  
(Sign & Print)

**FOR CLUB USE ONLY:** Date Application Received: \_\_\_\_\_ Date Dues Paid via PayPal: \_\_\_\_\_