



By-Laws Mound City Obedience Training Club, Inc.

ARTICLE I: NAME AND NOMENCLATURE

- Sec 1 (A) The name of this corporation shall be "The Mound City Obedience Training Club, Inc."
- Sec 2 (A) Hereinafter the word "Club" shall be understood to mean the Mound City Obedience Training Club, Inc., a corporation organized under the general not for profit corporation law of Missouri.
- Sec 3 (A) Hereinafter the words "he", "his", etc. shall be understood to refer to persons of either sex.

ARTICLE II: OBJECTIVES

- Sec 1 (A) The objectives of the club are:
- (1) Develop a more widespread interest in, and appreciation of the virtues of dogs.
 - (2) Sponsor and encourage obedience training for all dogs, thereby promote better understanding between members and their dogs.
 - (3) Promote and hold competitive obedience trials and tracking tests. Encourage participation therein and to make awards on the basis of merit and accomplishment as shown in such trials and tests and/or for other service to the club.
 - (4) Teach and develop instructors and handlers capable of perpetuating the training of dogs in accordance with the rules and regulations of the American Kennel Club governing the training of dogs.
 - (5) Instill good sportsmanship and develop good showmanship in all members and thereby give example of same to others at all events in which any member shall participate.
 - (6) Encourage and promote harmonious social relations among dog owners, trainers, and exhibitors.
 - (7) Perform and carry out the purposes stated in the Articles of Incorporation.

ARTICLE III: MEMBERSHIP

- Sec 1 (A) There shall be four (4) classes of membership in this Club: Regular, Family, Associate, and Honorary Membership.

Membership Procedures

Persons interested in becoming a member are encouraged to attend a club meeting or event (see mcoctc.org Calendar) and introduce themselves to our membership. A membership application is available on the club website or can be obtained from the Membership Chairmen, _____ . The club offers four types of annual memberships:

- Regular (Individual) \$15.00 per year. Enjoys all club privileges including the right to vote and hold office.
- Family \$25.00 per year. Enjoys all club privileges including the right to vote and hold office. A family membership shall be limited to two adult (18 years of age and older) members in a family, each to have voting privileges. Junior members (under 18 years of age) of the same family, residing in the same household, shall enjoy all the rights and privileges of the Club except the right to vote and hold office and shall be exempt from payment of dues.

- Associate \$10.00 per year. An associate membership is for those individuals who wish to be affiliated with the Club, but who live outside of the club's area or will not be actively attending or participating in club meetings or club functions. Associate members shall enjoy all the rights and privileges of the Club except the right to vote, hold office, or receive annual awards and will not count towards a quorum at club meetings.
- Honorary \$0.00 per year. An Honorary membership is for those individuals who are not affiliated with the club but actively volunteer in club functions, trials, and other club related activities. Honorary membership enjoy all the rights and privileges of the Club except the right to vote or of holding office as outlined in Article III Sec. 7(B). Honorary membership also enjoys waiver of annual dues voted by club membership as outlined in Article III Sec. 7(A) and will not count towards a quorum at club meetings.

Once completed and signed, the application form must be endorsed with the signature of two club members in good standing and accompanied by a check for dues payment for the coming year. (If an application is received after October 1st, the dues will apply to the following year.) All applications are to be filed with the Membership Chairman and are read at the first Club meeting following their receipt. Applicants are published in our club newsletter, the Dog Tales, which is available for anyone to read on the club website. (In the interest of keeping costs down, the club does not print or mail copies to members via the US postal service.) The application will then be voted on at the next Club meeting that the prospective member is in attendance. Affirmative votes of two thirds (2/3) of the members present and voting at that meeting shall be required to elect the applicant.

- Sec 2 (A) Any person who is not currently under suspension or banned by, or otherwise in disfavor with the American Kennel Club and who is interested in the objectives of the Club, may apply for Candidate status in this Club, after having attended one regular monthly meeting as a guest.
- Sec 3 (A) Any person who meets the general requirements for Candidate status may be entered on the roster of the Club as such provided his name is proposed and endorsed by two (2) members who are in good standing and provided such endorsement is presented in writing to the Membership Chairman of the Club. The person's candidacy and any privileges thereof shall commence at the first regular meeting of the Club he attends after his application and Candidate's fee has been received by the Membership Chairman.
- (B) The privileges of a Candidate shall be limited to attendance at Club meetings and Club activities. No Candidate shall be permitted to remain as such for a period of more than nine (9) months. If by the time he has not passed the requirements of Junior or Full Membership, or has failed to be approved by the Club per Article III, Section 4, his candidacy shall be terminated.
- (C) A copy of these By-laws and the Articles of Incorporation shall be given to each person before he may be accepted as a Candidate.
- Sec 4 (A) In order to become a Regular (Individual) Member in the Club, a person must be not less than twenty one (21) years of age, and must have been a Candidate. He must have attended four (4) functions of the Club including at least two (2) regular meetings and have performed two (2) service hours for the club. He must be approved by a two thirds (2/3) majority of the membership present and voting, provided a quorum is present, and he must show proof of knowledge of Novice obedience training.
- (B) Upon payment of dues as described in Article IV, any person having completed the requirements for Regular (Individual) membership shall have the right to cast votes on all Club balloting and he may hold any of the Club offices provided he meets the special provisions, if any.
- (C) The proof of knowledge of Novice obedience training will be in the form of a certificate from an obedience training club or school, by successfully handling a dog in the presence of the Training Officer, or by passing a written examination.

- Sec 5 (A) In the event that husband and wife have been candidates and either has fulfilled the requirements of proof of knowledge of Novice obedience training and both have fulfilled all other requirements for Regular (Individual) Membership, both shall be deemed to be eligible for the proper class of membership, subject to the vote of the Club as defined in Article III Sec 4.
- Sec 6 (A) Sec. 6 (A) has been deleted
(B) Sec. 6 (B) has been deleted
- Sec 7 (A) An Honorary membership may be conferred upon any person, only by the unanimous vote of the membership of the Club present and voting at any regular meeting provided a quorum is present.
(B) Honorary membership does not carry the right of franchise or of holding office.
- Sec 8 (A) Sec. 8 (A) has been deleted
(B) Sec. 8 (B) has been deleted
(C) Sec. 8 (C) has been deleted
(D) Sec. 8 (D) has been deleted
- Sec 9 (A) A membership will lapse and automatically terminate if such member's dues remain unpaid by December 31 of the prior fiscal year. However, the Board of Directors may grant an additional ninety (90) days of grace to any delinquent members in meritorious cases. In no instance may a member whose dues are delinquent be entitled to vote at any club meeting.
(B) Any member who is under suspension or ban by the American Kennel Club shall be suspended from the club for a like period.
(C) Termination of membership for any cause whatsoever shall constitute a release by the member of all privileges and rights of membership.
(D) Any member whose membership is terminated may be reinstated to proper class of membership, (1) upon written application to the Recording Secretary, (2) being approved by the vote of the club as defined in Article III, Section 4, Paragraph A, and (3) upon payment of the proper dues as described in Article IV, Section 3.

ARTICLE IV: DUES AND FEES

- Sec 1 (A) The fiscal year of the Club shall coincide with the calendar year.
- Sec 2 (A) Annual dues are payable in advance on or before October 1 of the prior fiscal year. The amount of these dues shall be determined by the Board of Directors. If the Board determines that an increase in dues is necessary, the membership must be notified in writing, not less than thirty (30) days nor more than sixty (60) days in advance of the October Membership meeting.
- Sec 3 (A) The Candidate's fee shall be sixty percent (60%) of the annual dues per person.
(B) For those Candidates who are elected to Regular (Individual) membership or for those Associate members who become Regular (Individual) members, dues shall be paid on a pro-rated basis per quarter of the calendar year. For each full calendar quarter remaining after their becoming Regular (Individual) members, they shall be charged one-fourth of the annual dues.
(C) The Club shall waive the dues for Honorary members.
- Sec 4 (A) Sec. 4 (A) has been deleted
(B) Sec. 4 (B) has been deleted
(C) Former members subject to the conditions of Article III, Section 9, Paragraph D may be reinstated to the proper class of active membership subject to the conditions of Article III, Section 9, Paragraph D and upon payment of the current years full dues.

ARTICLE V: OFFICERS

- Sec 1 (A) The Officers of the Club, all of whom shall be active members in good standing, shall be the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Training Officer, and other officers as may be elected in accordance with the provisions of the Article. No person may hold an office who shall not have been a member at least one year prior to his taking office. No person may hold more than one office at the same time. The President, Vice President, and Treasurer each shall be at least 21 years of age.
- Sec 2 (A) The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall be elected annually as prescribed by these by-laws.
- Sec 3 (A) The tenure of office of all elected officers, except the Treasurer, shall be limited to two (2) consecutive year or portions thereof.
(B) The Training Officer shall be the senior member (in tenure) of the Training Panel.
- Sec 4 (A) Any officer may be removed from office in the manner prescribed by the by-laws.
- Sec 5 (A) A vacancy in any office because of death, resignation, removal, disqualification or any other reason, may be filled by appointment by the remaining duly elected officers, only until an election for such office be held by the Club members. In any event such temporary appointment to office will be limited to a period of two (2) months.
- Sec 6 (A) The President shall be the principal Officer of the Club and shall, in general, supervise and direct all the business and affairs of the Club.
(B) He may sign with the Secretary or any other duly elected officer of the Club, certificates of membership, deeds, mortgages, bonds, contracts or other instruments which have been authorized to be executed by the Club, except in cases where the signing and execution thereof shall be expressly delegated by the Club, or by these By-Laws to some duly elected Officer or agent of the Club, or shall be required by law to be otherwise signed or executed. The President shall appoint the Chairmen of all committees. In general, he shall perform all duties incident to the office of the President and such other duties may from time to time be prescribed by the Club.
(C) He is entitled to vote when the vote is by ballot and in all other cases where his vote could change the result.
- Sec 7 (A) In the absence of the President or his failure, inability or refusal to act, the Vice President shall perform the duties of the President and when so performing, shall have all the powers of and be subject to all the restrictions upon the President.
(B) The Vice President shall be Chairman of the Board of Directors.
- Sec 8 (A) The Recording Secretary shall: (1) Keep the minutes of the meetings of the members and officers in one or more books provided for that purpose; (2) Be custodian of the Club's records; (3) Keep a register containing the name and post office address of each member; and (4) In general, perform all duties incident to the officer of Recording Secretary and such other duties as may from time to time be assigned to him by the President of the Club.
(B) Upon the expiration of his term in office by lapse of time or for any other reason, the Recording Secretary shall deliver all records of the Club in his custody to his successor in office.
- Sec 9 (A) The Corresponding Secretary shall: (1) See that all notices are duly given in accordance with the provisions of the By-Laws or as required by Law; (2) Prepare, sign and send all communications assigned by the President or Club unless otherwise stated herein; and (3) Keep a system of files containing copies of communications sent, and the answers received. These files shall be available for inspection by any Club member at reasonable times.
(B) Upon the expiration of his term of office, by lapse of time or any other reason, the

Corresponding Secretary shall deliver all records of the Club in his custody to his successor in office.

- Sec 10 (A) The Treasurer shall: (1) Have charge and custody of and be responsible for all funds of the Club: (2) Receive and give receipts for monies due and payable to the Club from any source whatsoever and deposit such money in the name of the Club in such bank or banks or other depository, and (3) In general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Club.
- (B) The Treasurer and Corporate Agent shall review the Club's holding and purchase securities with excess funds. This must be accomplished annually but does not preclude a more frequent review. The Treasurer and Corporate Agent will act as signatories for the Club's securities.
- (C) Upon the expiration of his term of office, by lapse of time or any other reason, the Treasurer shall deliver all records and monies of the Club in his custody to his successor in office.
- Sec 11 (A) The Training Officer shall be the Chairman of the Training Panel. He shall be responsible for the signing of contracts for the rental of training premises or any other agreements pertaining to the training program.
- (B) Upon the expiration of his term of office, by lapse or any other reason, he shall deliver all records and properties incident to his successor in office.

ARTICLE VI: MEETINGS

- Sec 1 (A) The annual meeting of the Club shall be held on the first Thursday in January of each year for the purpose of installing duly elected officers and for the transaction of such business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding Thursday which is not a holiday.
- Sec 2 (A) Regular meetings of the Club shall be on the first Thursday of each month.
- (B) The Club may hold a regular meeting on any date other than the first Thursday of the month, provided a simple majority of the members of the Club present and voting, have ratified such change at a prior meeting.
- Sec 3 (A) Meetings of the Club shall be held at such place within a radius of thirty (30) miles from the County Courthouse at Clayton, Missouri, as may from time to time be determined by the officers. Written or printed notice stating the place, date and hour of the meeting of the Club shall be delivered not less than five (5) days nor more than thirty (30) days before the date of the meeting, either personally or by mail.
- Sec 4 (A) Twenty (20) percent of the members entitled to vote shall constitute a quorum at a meeting of the members of the Club. A majority of the votes cast by the members present and voting is necessary for the adoption of any matter, unless a greater proportion is required by Law or these By-Laws.

ARTICLE VII: NOMINATIONS AND ELECTIONS

- Sec 1 (A) At the September meeting a nominating committee of three (3) people shall be formed, two (2) members of said committee to be elected by the members of the Club, one (1) member of said committee to be appointed by the President of the Club. This committee shall hold a meeting as soon as possible and elect their own chairman. The nominating committee shall present a slate of one (1) or more candidate for each elective office in sufficient time for the Corresponding Secretary to notify Club members of this slate at least one week prior to the October meeting. At the October meeting nominations from the floor may be presented for any and all offices. No further nominations may be made after this meeting except if at the time of the election no candidate is available for a particular office, nominations will be opened from the floor at that time and election shall be held, for that

office only, at the December meeting. No person on the nominating committee shall be prohibited from running for any elective office. It shall be the duty of the Corresponding Secretary to notify each Club member by mail as soon as possible thereafter of the results of the nominations.

(B) A member shall not be nominated for office without his consent.

- Sec 2
- (A) Annual elections shall be held at the regular Club meeting in November.
 - (B) Vote shall be secret written ballot, office by office. The order shall be President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary.
 - (C) A majority of the votes cast by members present and voting provided there is a quorum present shall be required to elect any officer.

ARTICLE VIII: DISCIPLINE

- Sec 1
- (A) Any complaint against any member of the Club must be in writing specifying the cause of the complaint and signed by the person making such complaint. Such written complaint shall be filed with the Chairman of the Board of Directors.
 - (B) The Corresponding Secretary, upon direction of the Chairman of the Board of Directors shall in writing notify the accused of the nature of the complaint prior to a meeting of the Board of Directors. The accused and the accuser shall both have the opportunity to appear before the Board of Directors in an inquiry.
 - (C) If the Board of Directors shall be convinced that the charge is proven and that the person accused is guilty of conduct injurious or prejudicial to the Club or at variance with its objectives, By-Laws or rules, the Board of Directors by a majority vote may censure or suspend the accused member or by the affirmative vote of not less than two thirds (2/3) of the members of the Board of Directors may expel the member from membership or remove the officer from office. The Board of Directors shall be the sole judge of what constitutes conduct injurious or prejudicial to the Club or at variance with its objectives, By-Laws, and of the propriety and sufficiency of proof.
 - (D) If the accuser or the accused is a member of the Board of Directors he shall relinquish his rights and duties as a member of the Board of Directors until the matter is settled.

ARTICLE IX: MISCELLANEOUS

- Sec 1
- (A) There shall be a standing Trial Committee for each Obedience Trial. A Trial Committee shall be charged with the responsibility for its event. There shall be a minimum of five (5) members on a Trial Committee.
 - (B) Tracking Committee: There shall be a standing Tracking Test Committee for each Tracking Test. A Tracking Test Committee shall be charged with the responsibility for its event. There shall be a minimum of five (5) members on a Tracking Test Committee.
 - (C) Board of Directors: The Board of Directors shall be composed of the Officers and three (3) unrelated members who are not officers of the Club. The appointed members of the Board of Directors to be appointed by the President of the Club with ratification of a majority of the members present and voting at a meeting provided there is a quorum present. No person may be appointed to the Board of Directors who shall not have been a member at least six months prior to his appointments.
- Sec 2
- (A) The regular order of business will be observed as follows:
 - Meeting called to order by the President or alternate.
 - Reading of the minutes of the last regular meeting, and of any special meetings held subsequent thereto.
 - Report of the Treasurer.
 - Reading of correspondence by the Corresponding Secretary.
 - Reports of Committees, standing and special.
 - Unfinished business.

- Amendments to By-Laws, if any.
 - New Business.
 - Discussion of candidates.
 - Election, if any.
 - Special program, if any.
 - Adjournment.
- (B) All matters of parliamentary procedure not covered herein shall be governed by “Roberts Rules of Order” and a copy of same shall be available at each meeting.
- Sec 3 (A) These By-Laws may be amended by vote of sixty seven percent (67%) of the members present and voting at a regular meeting provided there is a quorum present and then only after the proposed revision verbatim shall have been read aloud by the Recording Secretary at two (2) regularly scheduled consecutive Club meetings and immediately prior to the meeting at which the ballot will be cast upon same and provided further that the Corresponding Secretary shall have notified all members by mail of the date of the regular meeting at which the amendment is to be voted upon, as well as notification of the verbatim context of the amendment.
- Sec 4 (A) The Club may be dissolved in the manner provided by Law.
- Sec 5 (A) Training Panel: The Training Panel shall be composed of three (3) members. No person may be appointed to the Training Panel who shall not have been a trainer at least one (1) year prior to his appointment. Each Panel Member shall normally be elected for a term of three (3) years. Term year to run from January 1st through December 31st. Term of office will be staggered so that one member of the Panel will be elected each year.
- (B) Training Panel members shall be appointed by a Committee consisting of all of the active trainers of the Club with ratification of a simple majority of the Club members present and voting at a Club meeting provided there is a quorum present.
- (C) The Training Panel shall be responsible for the training offered by the Club. They shall devise and prepare written examinations to be used in determining a candidate’s qualifications for membership when required.