

CONSTITUTION  
AND  
BYLAWS  
OF  
THE PRINCETON DOG TRAINING CLUB



Revised 5/27/16

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**PRINCETON DOG TRAINING CLUB**  
**REVISED MAY 2016**

**CONSTITUTION**

**ARTICLE I Name and Objectives**

SECTION 1. The name of the Club shall be the Princeton Dog Training Club, Incorporated. The Club is a corporation organized under the laws of the State of New Jersey and the principal office of the Club is in Princeton, County of Mercer and State of New Jersey.

SECTION 2. The objectives of the Club shall be to:

- Promote the training of dogs and familiarize dog owners with proper training techniques by means including, but not restricted to, training classes.
- Contribute to public awareness of all problems pertaining to dogs, particularly at the community level, but taking no part in political activities
- Encourage the training of judges.
- Conduct performance events under the rules and regulations of The American Kennel Club
- Promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.
- Provide community services and outreach education including but not limited to demonstrations of performance events and an annual monetary donation to be determined by the membership.

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. All revenues accruing to the Club shall first be devoted to the purposes set forth above. Any remaining funds shall be in whole distributed in accordance with the provisions of Article IX Dissolution, Section 1 of the Bylaws.

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 objectives.

## **BYLAWS**

### **ARTICLE I Membership**

SECTION 1. Eligibility. There shall be three types of memberships: Active, Honorary and Lifetime Member. All individuals must be in good standing with the American Kennel Club and subscribe to the purposes of this Club.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the dog training enthusiasts in its immediate area.

SECTION 2. Rights and Duties.

a) Active Member<sup>1</sup>

1) Adult: Must be at least 18 years of age and meet the Club requirements in Section 3 of this Article. The individual is entitled to one vote on any matter brought to a vote at any Club meeting at which he/she is present and may hold office. Annual Dues: Amount to be determined by the Board and listed in the Working Policies and Procedures.

2) Junior: Open to children under 18 years of age who meet the club requirements in Section 3 of this Article; as a non-voting/non office holding membership with no dues required, which automatically converts to an Adult membership at age 18.

b) A Lifetime Member shall be one who has served the Club in a meritorious manner throughout his or her regular membership. A Lifetime Member shall be in good standing with the Club and the AKC at the time of his/her nomination. AND THEY MUST HAVE BEEN A MEMBER OF THE CLUB FOR A PERIOD OF AT LEAST 15 YEARS. Candidates for Lifetime Membership may be submitted to the Board of Directors by any Club member in good standing and be approved by a majority vote of the membership present at a general meeting. A Lifetime Member shall not pay dues but will retain voting rights carrying one vote and a Lifetime Membership shall be for the lifetime of the member

c) An Honorary Member shall be one who has served the Club in a meritorious manner and does not have to be a regular member of the Club. For instance, a doctor or scientist who has done extensive research on behalf of the Club could become an Honorary Member. Candidates for Honorary Membership may be submitted to the Board of Directors by any Club member in good standing and be approved by a majority vote of the membership present at a general meeting. An Honorary Member shall not pay dues, shall not have voting rights and Honorary Membership shall be for the lifetime of the member.

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<sup>1</sup> The membership voted on 5/27/16 to eliminate the Household membership effective 7/1/16.

- d) Classes are open to all members in good standing and the general public for a fee to be determined by the Board of Directors.
- e) Dues. Membership dues shall be payable on or before the 1<sup>st</sup> day of July of each year. No member may vote whose dues are not paid for the current year. During the month of May the Corresponding/Membership Secretary shall send to each member a statement of dues for the ensuing year. If dues are not received by the Corresponding/Membership Secretary within 60 days of July 1, the membership will be considered lapsed. By September 15 the Corresponding/Membership Secretary will send the President and Agility and Obedience Training Directors a list of those members whose membership has lapsed.
- f) Participation. In order to receive the club member class rates, members must work in accordance with the work requirements set forth in the Working Policies and Procedures. Members should also attend at least 2 meetings per year.

Exemptions from work requirements due to unforeseen or unusual circumstances will be considered by the Board upon receipt of a written request.

### SECTION 3. Election to Membership.

Prospective members must have successfully completed three performance classes held by the Club.

Once the prospective member has completed the class requirement, the class registrar shall provide the prospective member with an application form approved by the Board of Directors. The form will state that the applicant agrees to abide by the Constitution and Bylaws and the rules of the Princeton Dog Training Club and the American Kennel Club. The prospective member shall submit the application and dues payment for the current year to the Corresponding/Membership Secretary.

The Corresponding/Membership Secretary shall send to all new members a membership list and a copy of the Club's Constitution and By-Laws and Working Policies and Procedures.

A former member may be reinstated at the discretion of the Board and upon payment of the annual dues.

### 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 Corresponding/Membership Secretary. Dues obligations are considered a debt to the Club and they are incurred on July 1 of that year.

- b) By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. Members who have not paid their dues within 60 days of the first of the fiscal year will forfeit the right to member class rates for the remainder of the fiscal year. However the Board may grant an additional 30 days of grace to such delinquent members in hardship cases as determined by the Board of Directors. 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 VII Discipline, Section 4 of these Bylaws.

## **ARTICLE II Meetings and Voting**

### **SECTION 1. Club Meetings.**

There shall be at least four regularly scheduled membership meetings per year.

These meetings may be held in conjunction with another Club function when so designated. All meetings will be held within a 50-mile radius of Princeton. Members will be notified of these meetings in writing at least fifteen days in advance. The notification shall be in accordance Article VI Club Policies of these Bylaws. A meeting may be cancelled by the Board or by a majority vote at the preceding membership or Special meeting. Members shall be notified of cancellations at least five days in advance, except in an emergency which includes unexpected circumstances that are beyond the control of the Board of Directors.

The meeting at which the Nominating Committee presents its slate of nominations must be held at least four weeks prior to the Annual meeting.

The Annual Meeting shall be held in June for the election of officers and Board members at large and for the filing of annual reports.

### **SECTION 2. Special Club Meetings.**

Special meetings may be called by the President, by a majority vote of the members of the Board of Directors who are present and voting at any regular or special meeting of the Board, or by a petition signed by five members in good standing submitted to the Corresponding/Membership Secretary. Members shall be notified of a Special Meeting and of its specified purpose in writing by the President at least five days and not more than 15 days prior to the date of the meeting. The notification shall be in accordance with Article VI Club Policies of these Bylaws. No other business shall be transacted at such Special Meeting.

The quorum for such a meeting shall be 20 percent of the members in good standing.

### SECTION 3. Board Meetings.

There shall be at least four scheduled meetings of the Board per year. Members of the Board shall be notified of all meetings at least fourteen days in advance. Meetings of the Board may be called by the President, by a petition stating the reason for the meeting submitted to the Corresponding/Membership Secretary and signed by 5 Club members in good standing or at the written request of three members of the Board submitted to the Corresponding/Membership Secretary stating the reason for the meeting. The quorum for Board meetings shall be a majority of the Board.

### SECTION 4. Voting.

Each Active Adult membership, in good standing, is entitled to one vote on any matter brought to a vote at any Club meeting at which he/she is present. Motions will be carried or rejected by voice vote. Roll calls will only be taken by request of those present or at the direction of the presiding officer. Absentee balloting and proxy voting will not be permitted at any club meeting or election.

A quorum for membership meetings shall be 15 percent of the voting membership in good standing. A quorum for Board meetings shall be 50 percent of its members.

## **ARTICLE III Directors and Officers**

### SECTION 1. Board of Directors.

General management of the Club is entrusted to a Board of Directors hereinafter called the Board. All Board members must be members of the Club.

The Board is composed of the Club's President, Vice President, Treasurer, Recording Secretary, Corresponding/Membership Secretary, and four Board members at large. It further includes the Agility Training Director and Obedience Training Director and the immediate Past President as non-voting advisory members of the Board.

### SECTION 2 Officers.

The Club's officers, consisting of the President, Vice President, Recording Secretary, Corresponding/Membership 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 appertaining to the office of President in addition to those particularly specified in these Bylaws.
- b) The Vice President shall have the duties and exercise the powers of the President in the case of the President's resignation, absence, incapacity or death.

- c) The Recording Secretary keeps the minutes of all Board and general meetings, maintains and updates the Constitution, Bylaws and Working Policies and Procedures to reflect changes voted on by the membership and performs such other duties as the Club directs.
- d) The Corresponding/Membership Secretary shall have charge of the correspondence, notify members of meetings, notify new members of the effective date of their membership, notify officers and directors of their election to office, maintain address, telephone number(s), email address and year the person became a member of the Club and carry out such other duties as are prescribed in these Bylaws. The Corresponding/Membership Secretary is also responsible for sending out dues notices and for notifying by September 1 any member not then in good standing that their membership has lapsed.
- e) The Treasurer should be versed in bookkeeping and/or accounting practices. The Treasurer shall collect and receive all monies due or belonging to the Club. Monies shall be deposited in a bank designated by the Board in the name of the Club. The books shall at all times be open to inspection by the Board. A verbal summary report shall be given at every meeting on the condition of the Club's finances. A written report shall be attached to the meeting agenda that is sent to each member prior to the meeting and attached to the minutes of each meeting. At the annual meeting an accounting shall be rendered of all monies received and expended during the previous fiscal year.

The Treasurer shall be bonded in such amount as the Board shall determine. The Board shall pre-approve payment of routine and customary expenditures. Any other expenditure must be approved by a majority of the Board on a case-by-case basis before the Treasurer is authorized to make payment.

### SECTION 3. Agility and Obedience Training Directors.

The Directors shall oversee the classes offered in conjunction with the opinion of the instructors and finds out from the Corresponding /Membership Secretary who is eligible for reduced class rates based upon active club participation and membership.

Training Directors must be Club members but may not be an Officer or Board member at large. Training Directors shall serve as non-voting advisory members of the Board recommended by the Board and approved by a majority vote of the membership at a general membership meeting.

SECTION 4. Terms.

All officers and Board members at large shall be elected directly by the membership for terms of two years with the exception of the Past President and the Agility and Obedience training directors. The Training Directors are nominated by the Board and appointed by a majority vote of the membership at a general meeting when a vacancy occurs in the agility or obedience Training Director position.

No person shall be elected to the same position for more than two consecutive terms with the exception of the Agility and Obedience Training Directors. Officers may also serve more than 2 consecutive terms only if there are no nominations for the position after it has been opened up to the membership for nominations.

The Past President is encouraged to remain on the Board as a non-voting advisory member until replaced by their successor.

Two Board members at large shall be elected in even years and two in odd years.

SECTION 5. Attendance: Members of the Board of Directors.

If an Officer, Board member at large or Training Director misses 50% of the meetings of the Board from July- June of any year, the Board may, at its discretion, fill the position. Officer and Board member at large positions shall be filled in accordance with Article III Section 6. Training Director positions shall be filled in accordance with Article III Section 4. The President may appoint an interim Training Director until a permanent person is approved by the membership.

SECTION 6. Vacancies.

Any vacancies occurring during the year on the Board among the officers or Board members at large except the President shall be filled until the next annual election by a majority vote of all the 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. 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. Vacancies in the Training Director position will be filled in accordance with Section 4 of this article.



## **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 last day of June.

### SECTION 2. Annual Meeting.

The annual meeting shall be held in the month of June. The Club's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting. Newly elected persons shall take office immediately upon conclusion of the election and each retiring officer and Board members shall turn over to his/her successor in office all properties and records relating to that office within thirty days after the election.

### SECTION 3. Elections.

The nominated candidate receiving the greatest number of votes for each position 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 January, the Board shall select a Nominating Committee consisting of three members and two alternates not more than one of whom may be a member of the Board. The Corresponding/Membership Secretary shall immediately notify the committee members and alternates of their election. The Board shall name a Chairperson for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before March 1.

- a) The committee shall nominate one candidate for each office and Board member at large positions on the Board in accordance with Section 4 of this Article excluding the Agility and Training Directors and, after securing the consent of each person so nominated, shall immediately report their nominations to the Corresponding/Membership Secretary in writing.
- b) Upon receipt of the Nominating Committee's report, the Corresponding/Membership Secretary shall, at least two weeks before the April meeting, notify each member in writing of the candidates so nominated.
- c) Additional nominations may be made at the April meeting by any member in attendance, provided that the person so nominated does not decline 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/Membership Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.

- d) Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

## **ARTICLE V Committees**

SECTION 1. All committees are subject to the approval and authority of the Board.

The board can accept, in whole or in part, any committee recommendation. Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The Board may appoint successors to those persons whose services have been terminated. Only voting members may be appointed to committees.

SECTION 2. Standing Committees.

For any Standing Committees formed, one member of each committee shall be appointed to act as Recording Secretary for that committee.

- a) Obedience Training Committee: The Obedience Training Director is the Chairperson of the Committee. He/she shall select 2 members in good standing with a sincere interest in dog training to join the committee. It is the duty of this Committee to decide all matters pertaining to the training classes, subject to the authority and approval of the Board in accordance with the Working Policies and Procedures.
- b) Obedience Trial Committee: The Officers of the Club are members of this Committee. The Trial Chairperson and the Trial Secretary shall be announced at the first meeting following the Trial. The Trial Chairperson shall choose additional members to make up the Committee. The duty of this Committee is to put on the Annual Obedience Trial(s).
- c) Agility Training Committee: The Agility Training Director is the Chairperson of the Committee. He/she shall select 2 members in good standing with a sincere interest in dog training to join the committee. It is the duty of this Committee to decide all matters pertaining to the training classes, subject to the authority and approval of the Board in accordance with the Working Policies and Procedures.
- d) Agility Trial Committee: The Officers of the Club are members of this Committee. The Trial Chairperson and the Trial Secretary shall be announced at the first meeting following the Trial. The Trial Chairperson shall choose additional members to make up the Committee. The duty of this Committee is to put on the Agility Trial(s).
- e) Membership Committee: The Membership Committee Chairperson is one of the elected Board members at large. He/she appoints other members as desired. The duty

of this Committee is to seek out people interested in becoming members of the Club and acquaint them with its purposes and activities.

f) Auditing Committee: The Chairperson shall be appointed by the Board and announced at the Annual Meeting. He/she shall select two other members. The duty of the Committee is to review the Treasurer's books quarterly and report its findings/recommendations to the Club at the membership meeting following the review. Any issues of malfeasance should be immediately reported to the Club President.

g) Sunshine Committee: Minimum two members; one who participates mostly in Obedience and one who participates mostly in Agility. The duty of the Committee is to keep abreast of member circumstances in order to acknowledge significant events in the lives of members by sending cards and/or recommending donations in the name of the Club based on the guidelines in the Working Policies and Procedures.

### SECTION 3. Special Committees

The Board shall establish a special committee as it may be needed for particular projects or functions. Such special committees exist only until the fulfillment of their duties.

Bylaws Committee: 3-5 members to review the By-Laws every 5 years and make recommendations for any needed changes.

## **Article VI Club Policies**

Members will receive upcoming meeting notices, dues notices and minutes via email upon request, provided that the member has signed an authorization agreeing to this method of communication. Others will receive notification by US Postal Mail.

The Board may meet via teleconference or videoconference.

## **Article VII Discipline.**

### SECTION 1. American Kennel Club Suspension.

Any member who is suspended from any or all of 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 Recording Secretary together with a deposit of twenty-five (\$25) dollars. The deposit shall be forfeited if such charges are not sustained by the Board following a hearing. The Recording Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting. The Board shall first consider whether the actions alleged in the charges, if proved, 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 of a hearing by the Board not less than three weeks nor more than six weeks thereafter. The Recording Secretary shall promptly send one copy of the charges and specifications 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 own defense and bring witnesses if he/she wishes.

The authority to hear disciplinary matters cannot be transferred or delegated from the Board to any other individual.

## 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 the punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In any case, suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing membership meeting which considers the Board recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Recording Secretary. The Recording Secretary, in turn, shall notify each of the parties of the Board's decisions 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 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her 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/her own behalf if he/she 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 VIII Amendments.**

SECTION 1. Amendments to the Constitution and Bylaws may be proposed by the Board or by written petition addressed to the Corresponding/Membership Secretary signed by twenty (20) percent of the active members, all 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 for a vote within three months of the date when the petition was received by the Corresponding/Membership 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. Amendments become effective when voted on by the membership.

SECTION 3. Rules for Working Policies and Procedures.

Subject to the provisions of the Constitution and Bylaws, rules for Working Policies and Procedures, adopted by a majority of the voting members present at any membership meeting, shall be compiled by the Recording Secretary and kept up-to-date in a digital repository for the orderly operation of the Club. An updated copy of the Working Policies and Procedures shall be attached to and maintained with the Bylaws.

No change shall be made which is in contradiction of these Constitution and Bylaws.

## **ARTICLE IX 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 good standing. 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 X 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 the last meeting
- Report of the Board
- Report of the President
- Report of the Recording Secretary
- Report of the Corresponding/Membership Secretary
- Report of the Treasurer
- Report of the Committees
- Election of Officers and Board of Directors (at the annual Meeting)
- Unfinished Business
- New Business
- 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:

- Roll call
- Minutes of the last meeting
- Report of the Recording Secretary
- Report of the Corresponding/Membership Secretary
- Report of the Treasurer
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

## **ARTICLE XI 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 consistent with these bylaws and any other special rules of order the Club may adopt.