

# ARFF Agility Club Bylaws

## **ARTICLE I: Membership**

### Section 1. Application for Membership

Membership in ARFF Agility club, Inc., is open to all individuals who subscribe to the objectives of this club, as stated in Article II, and who agree to abide by the club's by-laws. To be accepted for membership, an individual must fill out an application for membership, stating the objectives of the club, and submit it to the club's Secretary along with his/her dues, a copy of the club's Safety Rules and Guidelines, which s/he has read and initialed, and a signed release form. Membership applications must meet Board approval before membership is granted.

### Section 2. Election to Membership

All applications shall be reviewed at the first meeting of the Board of Directors following their receipt. The Board of Directors shall have the full power to elect an individual to membership. A majority vote must be cast to elect a candidate. If membership is refused by the Board of Directors, the dues shall be returned to the applicant.

### Section 3. Membership Responsibilities

All members are expected to comply with the list of Members' Responsibilities as determined by the Board of Directors.

### Section 4. Termination of Membership

Membership in the club may be terminated as follows:

a. By resignation: Any member in good standing may resign from the club upon written notice to the Secretary, but no member may resign while in debt to the club. The resignation of a member may be requested if s/he no longer complies with the requirements for membership.

b. By Lapsing: A membership shall be considered lapsed and automatically terminated if such member's membership application is not resubmitted within thirty (30) days after the first day of a club year. Until a member's dues are paid or when a membership lapses, the handler will automatically be subject to guest training fees when attending classes. In no case may a person be entitled to a vote at any club meeting if his/her dues are unpaid as of the date of that meeting.

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c. **By Expulsion:** A member may be suspended or expelled for conduct which is improper or prejudicial to the welfare or reputation of the club. Such suspension or expulsion can be made only by a four-fifths vote at a regular or special meeting of the Board of Directors with ten days' written notice to the member concerned; said notice shall include a full statement of the charges. This member shall have full opportunity to be heard at the meeting before a vote is taken.

d. **By Failure to Live up to Club Responsibilities:** Members who fail to live up to their responsibilities to the club may not renew their membership the following year without special board approval. They may continue to train with the club, however, by paying guest training fees when attending club classes. and events.

### **ARTICLE II. Funds Policy, Dues and Fees**

Section 1. The fiscal policy of the club shall be:

a. To devote all profits accruing to the club to carrying out the club objectives or to make such gifts to such charitable or civic organizations as shall be approved by a majority vote of the Board of Directors.

b. To pay no salary, fee, commission, or dividend to any member with the exception of a stipend ~~to defray expenses~~ to instructors, assistants, and trial or event personnel who shall be under contract to the Board of Directors.

Section 2. Dues and Fees

a. At the last meeting of the Board of Directors in each club year, the Directors shall set the membership dues, fees, and responsibilities for the following club year.

b. Membership dues for established members shall be payable on or before the first day of the club year. Until a member's dues are paid, or when a membership lapses, the handler will automatically be subject to fees when attending club classes, events, or practices.

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c. Annual dues shall not be refunded or prorated.

### **ARTICLE III: Club Awards**

The club may award trophies to its members at its Annual Meeting, in recognition of agility accomplishments of members who train their dog(s) with the ARFF Agility club. The criteria for awards shall be determined by the Board Directors.

### **ARTICLE IV. Board of Directors**

#### Section 1. Board of Directors

a. The Board of Directors, composed of seven club members, shall include the club Officers and Directors-at-Large. General management of the club's affairs shall be entrusted to the Board of Directors. A majority of the Board shall constitute a quorum at all Board of Directors' Meetings.

b. The Board of Directors shall hold quarterly meetings at such time and place as shall be determined by the President.

c. Special meetings of the Board of Directors may be called by the President at any time. In addition, a special meeting may be called whenever the President is requested to do so in writing by a majority of the Board of Directors. Notice of special meetings of the Board of Directors must be given to each Director at least seven days prior to the meeting. A special meeting may be called without prior notice if all members of the Board of Directors agree to the meeting at such time and place and waive all rights of notice thereof.

. After the Annual Meeting, a Budget Committee comprised of the incumbent club treasurer and club vice president and the newly elected club treasurer and club vice president shall prepare an annual budget for the forthcoming club year. The Final Meeting of the Board of Directors in each club year shall be a joint meeting of incumbent and newly elected members of the Board at which time the Annual Budget for the following club year will be presented for approval and dues and fees will be set.

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e. The Board of Directors shall have the power to enter into a contract with a Trainer for his/her services for a period of up to one year at a time.

f. The Board of Directors shall have the full power to elect an individual to membership in accordance with Article III, Section 2.

g. The Board of Directors shall prepare a calendar of activities and events for each year and shall publish the dates and nature of each event in a timely fashion for the full membership. No dog shall be excluded from an activity because it is a rare or mixed breed.

h. The proceedings of any meeting of the Board of Directors shall be presented by the Secretary at the next Board of Directors' meeting. A summary of the proceedings shall be presented at the next members' meeting. The Secretary's books shall be available to any member desiring to see them.

### Section 2. Officers and Directors

a. The club officers and directors-at-large shall be elected annually by ballot for a term of one year.

b. Members of the Board of Directors may hold more than one office. Enough Directors-at-Large shall then be elected to maintain a total of seven (7) different members on the Board. No officer or director may serve more than six (6) consecutive years in one or more offices without taking a one-year leave of absence from service on the Board.

### Section 3. Duties of the Officers and Directors

#### a. President

The President shall preside at all meetings of the club and of the Board of Directors and shall enforce all by-laws and Regulations pertaining to the club. The President shall call all regular and special meetings of the club. Subject to the approval of the Board of Directors, the President shall appoint the chairpersons of all committees outlined in Article VII, Section 1, and shall be a member ex-officio of all committees except the Nominating Committee. The President shall be eligible to sign checks.

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### b. Vice President

The Vice President shall have the powers and exercise the duties of the President in case of the President's death, absence, or incapacity. In addition, the Vice President shall recruit the necessary club members to serve at all club events. The Vice President shall also be responsible for preparing the Annual Budget along with the club Treasurer to present at the last Board of Directors' Meeting during the club year. (See Article IV, Section 1.d)

### c. Secretary

The Secretary shall be the custodian of the Articles of Incorporation and all legal club records. S/he shall also keep a record of all meetings of the club and of the Board of Directors. S/he shall have charge of the correspondence, notify officers and directors of their election to office, keep a roll of the members of the club with their addresses and attendance records, and carry out such other duties as are prescribed by the Board of Directors. S/he shall also be responsible for implementing, Article III on club Awards.

### d. Treasurer

The Treasurer or his/her designee shall collect training fees. The Treasurer shall receive and bank all moneys due or belonging to the club and shall be eligible to sign checks to pay, from club funds, all expenses authorized by the Board. All payments shall be made by check and only upon receipt of a bill. The Treasurer's books shall at all times be open to the inspection by the Board of Directors and available for yearly audit. S/he shall submit a written report on the condition of the club's finances to each meeting of the Board of Directors. At the Annual Meeting s/he shall render a written account of all moneys received and expended during the previous fiscal year. (The club's fiscal year shall begin on January 1st and end on December 31st.) During the eleventh month of the club year, the Treasurer shall see that each member receives a statement of his/her dues for the ensuing year. The Treasurer, in conjunction with the Vice President, shall also be responsible for preparing the Annual Budget for the next club year to present to the last meeting of the Board of Directors during the concluding club year. (See Article IV, Section 1d.)

e. Training Director-The Training Director, appointed yearly by the Board of Directors, shall have charge of the training program and shall attend board meetings. The Training Director shall not commit club funds without the approval of the Board of Directors.

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f. Immediate Past President-The Immediate Past President shall serve on the Board of Directors, ex-officio, for one year.

g. Director-at-Large-Directors-at-Large shall represent the interests of the members to the Board of Directors and may be appointed to head various club committees.

### Section 4. Vacancies

Any vacancy in office occurring during the club year shall be filled for the unexpired term of office from the current members in good standing by a majority vote of all the then members of the Board of Directors at its first meeting following the creation of such vacancy. A vacancy shall be considered to exist when a member of the Board of Directors is unable to fulfill the obligations of his/her office over a three-month period.

## **ARTICLE V. Election of Officers**

### Section 1. Nominations

At least six weeks before the Annual Meeting, the Board of Directors shall appoint a Nominating Committee of three members, one of whom shall be from the Board of Directors and two of whom shall not be on the Board of Directors.

a. The Nominating Committee shall nominate one candidate for each office to serve on the Board of Directors and shall report their nominations to the Secretary in writing at least three weeks before the Annual Meeting. Only members in good standing may be nominated. No name shall be placed in nomination without the individual's consent.

b. Upon receipt of the Nominating Committee's report, the Secretary shall forthwith notify each club member in writing of the candidates so nominated, with notice of the Annual Meeting not less than ten days prior to the Annual Meeting. Nothing in this Article shall deprive members of the club who may be present at the election of officers from making other nominations from the floor at the Annual Meeting.

### Section 2. Elections

A majority vote of the members present and voting shall be necessary for election to an office. There shall be no voting by proxy. See Article VI, Section 1.

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Section 3. Vacancies-See Article IV, Section 4

## **ARTICLE VI. Meetings, Quorums, and Years**

### Section 1. Annual Meeting

The Annual Meeting shall be held in the last quarter of the club Year. Officers and Directors-at-Large shall be elected by secret, written ballot from those nominated in accordance with Article V, Section 1 or, if there are no nominations from the floor, a member may propose a motion that the Secretary be instructed to cast one ballot on behalf of the members for the entire slate. The newly elected officers shall take office at the beginning of the following club year and each retiring officer shall turn over to his/her successor all properties and records relating to that office at that time.

### Section 2. Club Meetings

In addition to the Annual Meeting, there shall be at least two (2) club meetings held throughout the year. These three (3) meetings shall be so spaced as to occur approximately one meeting every four (4)-month period. Notification of time and place shall be mailed to the members by the Secretary at least ten days prior to each meeting. A special club meeting shall be called if five members of the club request one by writing to the President.

### Section 3. Quorum

A quorum for both the Annual and club Meetings shall consist of seven (7) members or ten percent (10%) of the membership, whichever number is greater.

### Section 4. Notice

Written notice of meetings may be provided by e-mail, provided arrangements also are made to notify all club members who are not accessible by e-mail.

### Section 5. Club Year

The club's official year shall begin on the first day of January and end on the thirty-first day of December.

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## Section 6. Fiscal Year

The club's fiscal year shall begin on the first day of January and end on the thirty-first day of December.

## **ARTICLE VII. Appointments**

Section 1. Subject to the approval of the Board of Directors, the President may appoint the following:

a. Publicity and Information Secretary

b. Match and Trial Chairs: Match and Trial Chair(s) for each event and his/her/their committee(s) shall be in direct charge of and responsible for all phases of their assigned match or trial, subject to the approval of the Board of Directors.

c. Auditor-The auditor shall be approved by the Board of Directors.

d. Newsletter Editor

e. Equipment Chair -The Equipment Chair, in consultation with the Training Director shall be responsible for the maintenance, storage, and acquisition of equipment.

Section 2. The President shall be a member, ex-officio, of all committees except the Nominating committee.

Section 3. The President, with the approval of the Board of Directors, may appoint chairs and committee members for such other committees as may be deemed necessary.

## **ARTICLE VIII. Parliamentary Procedure**

Questions of parliamentary procedure shall be guided by Robert's Rules of Order.

## **ARTICLE IX. Dissolution**



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Should the ARFF Agility club, Inc., vote to dissolve, the club's assets, after all debts and liabilities have been settled, will be distributed to another (or other) non-profit organization(s) whose purposes and interests are similar to those of the ARFF Agility club, Inc., said organization(s) to be determined by the Board of Directors at the time of dissolution.

### **ARTICLE X. Amendments**

These by-laws may be amended at any club meeting by a two-thirds vote of those present and voting, provided notice of such amendment has been given in writing to all club members at least ten days prior to the meeting at which the proposed amendment is to be considered for adoption.

Amended July 2000, February 2016, December 2020.

ARFF AGILITY CLUB, INC., By-laws, approved March 4, 1998