

By-Laws

ARTICLE I Membership

Section 1. Eligibility.

Membership shall be open to anybody who subscribes to the objectives of this club, and shall be open to all handler/dog teams without regard to the breed, pedigree, or eligibility of a dog for registration.

No handler/dog team shall be excluded from membership based on the breed, pedigree, or eligibility of a dog for registration.

Section 2. Types of Membership.

There shall be three (3) types of memberships available.

- 1. Individual.** This membership is for individuals. This membership shall be given all rights and privileges as stated in the By-Laws. This membership allows one (1) vote.
- 2. Family.** This membership is available to family members. This membership shall be given all rights and privileges as stated in the By-Laws. This membership allows two (2) votes.
- 3. Corresponding.** This membership is available to individuals who may not be able to train or meet with the club, but wish to be on the club mailing list. This membership provides no rights or privileges nor voting privileges as stated in the By-Laws.

Section 3. Dues.

Dues for each type of membership shall be recommended by the Board of Directors and voted on by the membership at the Annual Meeting. Dues may be paid in full on or before the first day of January of each year. Any individual/family who is elected to membership during the year shall be assessed a pro-rated amount covering the remainder of the year. No member shall be eligible to vote whose dues are not paid for the current period. Corresponding members shall pay a flat rate to be determined each year by the Board of Directors.

Section 4. Election to Membership.

Each applicant for individual or family membership shall apply on a form as approved by the Board of Directors, which shall provide that the applicant agrees to abide by the By-Laws and rules of the club. The application shall carry the endorsement of one (1) club member. The prospective member shall submit the application and the dues for the current year to the Secretary. The Secretary shall read the application at the next scheduled meeting, at such time the general membership shall vote upon the applicant. To vote upon membership, a quorum of the eligible members must be present and a majority of those present voting yes shall constitute acceptance of the application to membership. The Secretary shall inform the applicant of the membership's vote. Applicants may attend the scheduled meeting but shall not be present during the voting session.

Section 5. Termination of Membership.

Memberships may be terminated, with no fees, dues, or monies refunded, in the following ways:

- 1. By Resignation.** Any member, in good standing, may resign from DAWG, except if the member is in debt (including owing current dues) to the club;
- 2. By Lapsing.** A membership be will considered as lapsed and automatically terminated if such

member's dues remain unpaid sixty (60) days after the first day of January and July. In no case may a person be entitled to vote at any club meeting, if dues are unpaid as of the date of that meeting. Those members whose dues are in danger of lapsing must be notified via written notice of this condition by the Treasurer. Members whose dues have lapsed must reapply for membership as stated in Article I, Section 4 of these By-Laws.

- 3. By Expulsion.** A membership may be terminated by expulsion as provided in Article VI of the By-Laws.

ARTICLE II

Meetings

Section 1. Club Meetings.

Meetings of the club shall be held periodically as designated by the President. Notice to members of a club meeting may be done by mail, by notice in the club newsletter, or on the club web site, by e-mail or any recognized method that will reach members. The membership is to be notified of the meeting at least two weeks prior to the meeting date. Members desiring to place items on the meeting agenda shall submit their ideas to the President no less than seven (7) days prior to the meeting. The quorum for such meetings shall be fifteen (15) percent of the members in good standing. (# of Active Members x .15 = Quorum).

Section 2. Board Meetings.

Meeting of the Board of Directors shall be held periodically as designated by the Board. A meeting of the Board of Directors shall be held before the Annual Meeting at a time and place agreed upon by the Board of Directors. Four members of the Board of Directors shall constitute a quorum of the Board.

Section 3. Annual Meeting.

The Annual Meeting of the club shall be held after the first day of October but before the first day of November for the purpose of nominations for the Board of Directors, Officers, and Standing Committee chairs.

ARTICLE III

Directors, Officers, and Standing Committee Chairs

Section 1. Board of Directors.

The Board of Directors shall be comprised of the following: President, Vice-President, Treasurer, Secretary, Immediate Past-President, and three At-Large positions, all of which will serve for a period of one (1) year. No two members of the same family shall serve on the Board of Directors at the same time. In the event there are less than eight (8) members on the Board, additional At-Large member(s) shall be elected. The general management of the Club's affairs shall be entrusted to the Board of Directors. All members of the Board of Directors shall be elected and shall fulfill their positions as described in Section 2 of this Article, with the exception of the Past-President. If the Past-President chooses not to serve on the Board of Directors, that position shall be filled by an At-Large member. There shall also be a Training Director appointed by the Board of Directors who shall become a non-voting member of the Board of Directors with the following responsibility which include, but are not necessarily limited to:

- A. Training Director.** The Training Director shall be responsible for all training activities for the club. This person shall organize and schedule structured work sessions as well as select and train instructors for these sessions. The Training Director shall act as a clearinghouse for new training ideas as well as pursue new training ideas outside the club. The Training Director shall be responsible for initial

contact for prospective students, set class size, with Board approval, and limit enrollment, as deemed appropriate, or in the students' best interests. This person shall be responsible for collecting all class fees and setting up future classes.

This section shall not be construed to prohibit the Board of Directors from appointing one of the At-Large members of the Board as Training Director, in which case, the Training Director shall vote as a board member and have dual responsibilities afforded as the Training Director and as an At-Large Board member.

The Training Director will issue Certificates of Completion to students successfully completing Introduction to Agility and Beginners Classes.

Section 2. Officers.

The club's Officers shall consist of the President, Vice-President, Secretary, and Treasurer. The maximum length of time a person may hold an office shall be two (2) consecutive terms. The following descriptions of the positions shall include, but are not necessarily limited to:

- 1. President.** The President shall preside at all meetings of the club and shall have the duties and powers normally assigned to the office of President. The President shall have the right to call meetings, appoint Special Committees, and coordinate officers, committees, and Board.
- 2. Vice-President.** The Vice-President shall have the duties and exercise the powers of the President in the event of the incapacity of the President. This person shall assist the President in any manner which the President deems necessary.
- 3. Secretary.** The Secretary shall keep a written record of all meetings of the club and handle all correspondence directed to the club. The Secretary (or designee) shall compile and mail to all members a monthly calendar of events as well as maintaining a current master file of necessary business and legal forms used by the club. The monthly calendar of events may be included in the newsletter.
- 4. Treasurer.** The Treasurer shall collect and receive all monies due to the club and shall report to the members of the club, at every meeting, the condition of the club's financial status. The financial record shall be open to all members. The Treasurer shall account for all monies received and expended and report it at the Annual Meeting. The Treasurer shall also maintain a current master membership roster. The Treasurer will prepare a monthly income/expense summary for the Board's use. The Treasurer will monitor expenditures and report discrepancies to the Board. The Treasurer shall prepare and file all tax forms as required by the State of Texas or the Internal Revenue Service.

Section 3. Standing Committee Chairs.

There shall be elections held to fill Standing Committee Chairs. These elections will be held concurrently with the annual elections. Nominations for the Standing Committee Chairs shall be made at the Annual Meeting when board position nominations are made. In the event a candidate for a Board/Officer position is also elected to fill a Standing Committee Chair, that person shall choose the position they intend to fill and the candidate which garners the second highest vote in the declined position shall then fill the second position. These positions, describe as follows, may include, but are not necessarily limited to:

- 1. Public Relations Chair.** The Public Relations Chair shall be responsible for hand-outs, flyers, posters, or other printed material. The Chair shall also be responsible for all print and electronic media advertisement.
- 2. Demonstration Chair.** The responsibilities of this position may be combined with those of the Public Relations Chair. The demonstration Chair shall be the first contact for all club demonstrations and coordinate the scheduling for these events. The Chair shall keep a master list of all dog/handler teams

eligible for demonstrations and shall be responsible for selecting the participants in these events based on the format and expectation of the intended audience.

- 3. Newsletter Editor.** The Newsletter Editor will publish a newsletter which may include such items as training tips, USDAA, AKC and NADAC news, brags, introduction of new members, announcements, up-coming events, and other items of probable interest to club members. The frequency of publication will be recommended by the Board of Directors.
- 4. Equipment Manager.** The Equipment Manager will oversee the maintenance of agility equipment and keep a current inventory of all equipment. The Equipment Manager shall do regular inspections and notify the club as to the necessity of work parties or repairs as well as act as a clearinghouse for ideas and plans for new equipment.
- 5. Librarian/Historian.** This position may be separate or combined. The Librarian/Historian shall organize and maintain a bibliography of all agility-related print and video information and make materials available to members via phone contact, newsletter, and meetings. A club history shall be kept by this person regarding agility competitions, titles awarded, and other significant events in club history.
- 6. Membership Chair.** The membership chair shall be responsible for ordering of any club outerwear or signs, banners, etc., keeping an inventory of outerwear, signs, banners, and other DAWG merchandise. The Membership Chair shall calculate and keep track of all volunteer hours as reported by the members and notify the Treasurer of volunteer hours for issuance of DAWG Dollars. The membership chair shall be responsible for maintaining the Membership Roster and delivering an updated roster to the members no less than semi-annually.

Section 4. Vacancies.

Any vacancy on the Board of Directors or Officers during the year shall be filled in the same manner the position was originally filled. A vacancy replacement shall complete only the remainder of the year during which appointed/or voted. Any vacancy of a Standing Committee Chair shall be filled by appointment of the board for the remainder of the year.

ARTICLE IV

Club Year, Nominations, Elections

Section 1. Club Year.

The Club's year shall begin on the first day of January and end on the last day of December. The newly-elected Directors, Officers, and Chairs shall take office on January 1.

Section 2. Annual Election.

The election of the Board of Directors, Officers, and Standing Committee Chairs shall be conducted by written ballot in accordance with the provisions of this Article.

Section 3. Voting.

Voting shall be limited to those members in good standing who are present at meetings, except where written ballot shall be deemed necessary, such as the election of Board of Directors, Officers, and Standing Committee Chairs and changes and amendments to the By-Laws. Written ballots shall be sent to all voting members by mail. All ballots must identify the positions for which elections are being held, all candidates for each such position and, in the event that a candidate has elected to run for multiple positions, must explain the provisions of the fifth sentence of Article III, Section 3 of the By-Laws. The secretary must receive hand-

delivered ballots no later than fourteen (14) days from the date of the postmark. Mailed ballots must be postmarked no later than fourteen (14) days from original postmark. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballot cast by mail.

Section 4. Nominations.

Nominations shall be accepted from the general membership at the Annual Meeting. Candidacy is open to all Active members in good standing who are willing and able to fulfill the responsibilities and duties of the position for which they have been nominated. No member who has not been nominated may be a candidate. In the event there are no nominees for any position, the Board of Directors shall solicit candidates from the general membership. No one may be elected without having first been nominated at the Annual Meeting and included on a ballot distributed to the membership.

Section 5. Election Results.

The results of the Annual Election shall be made available to the membership not more than thirty (30) days after all votes have been received and tallied.

ARTICLE V

Special Committees and Appointments

Section 1. Special Committees and Appointments.

The Board of Directors and/or President may appoint special committees to advance the work of the Club. These special committees and appointments may include, but are not necessarily limited to:

- A. USDAA Representative.** The USDAA representative shall establish and maintain communication between the club and USDAA. This position shall keep members informed of all USDAA activities and rule changes.
- B. AKC Representative.** The AKC representative shall establish and maintain communication between the club and AKC. This position shall keep members informed of all AKC activities and rule changes.
- C. Agility Trial Committee.** Trial committees are generally delegated responsibility for the coordination and conducting of individual trials.
- D. Volunteer of the Year in Honor of Sue Henry.** This committee, made up of past recipients, will solicit, review and make recommendations for the Volunteer of the Year award.

ARTICLE VI

Discipline

Section 1. USDAA or AKC Suspension.

Any member who is suspended from the privileges of USDAA or AKC shall automatically come under review by the Board of Directors for their actions. The Board of Directors shall then decide whether to pursue any further disciplinary action.

Section 2. Charges.

Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club or the sport of agility. Written charges with specifications must be filed with the Secretary, who shall notify the Board. The Board shall meet and fix a date of the hearing not less than three (3) weeks

or more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges, together with the notice of the hearing and an assurance that the defendant may personally appear in his or her defense and bring witnesses, if so desired, to the accused member by certified mail.

Section 3. Board Hearing.

Both sides shall be treated uniformly in instances such as these. If the charges are sustained, after hearing all the evidence and testimony presented by the complainant and the defendant, the Board may, by a majority vote of those present, suspend the defendant from all privileges of the Club for a period of time not to exceed one (1) year.

The Board may also recommend further disciplinary actions or expulsion. In this case the Board must and the member may appeal the decision to the full club membership. The hearing will take place at the next ensuing Club meeting. After hearing from all parties, the full membership may decide to uphold the Boards proposal or to impose any modification of that decision, including to impose no penalties. The decision of the membership is final.

Immediately after the Board's decision, its finding shall be put in written form and filed with the Secretary, who shall, in turn, notify each party of the Board's decision and penalty, if any. If the matter is to be brought to the membership, the Board's penalty remains in effect until the matter is decided by the membership.

Section 4. Expulsion.

Expulsion of a member from the Club may be accomplished only at a meeting of a quorum of the entire 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 privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations and shall invite the defendant, if present to speak in his own behalf if he wishes. The membership shall then vote, by secret written ballot, on the proposed expulsion. A quorum vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII

Amendments

Section 1. Amendments to the Constitution and By-Laws.

Amendments may be proposed by the Board of Directors or by written petition addressed to the Secretary, signed by a quorum of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendation of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

Section 2. Vote Amending Constitution and/or By-Laws.

Except as provided in Section 3 of this Article VII, the Constitution and By-Laws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting called for this purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.

Section 3. Amendments Relating to Kennel Club Registration.

The Constitution or By-Laws shall not be amended to restrict membership in the Club based on members' dogs' registered with any breed registry or kennel club affiliation, except by a 99% vote of the members

present and voting at any regular or special meeting called for such purpose, provided that any such proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.

Section 4. Volunteer of the Year Award in Honor of Sue Henry

The Volunteer of the Year Award in Honor of Sue Henry will be awarded to a special person who inspires others with his or her dedication to the goal of the Dallas Agility Working Group and agility in general, sets a positive tone, secures results and works to improve the organization without recognition. The award is open to all DAWG members except the President.

Nomination Criteria:

- A. Nominee has made a Contribution to the betterment of the Dallas Agility Working Group and agility in general.
- B. Should be "unsung," meaning that they have not received nor sought recognition for their efforts.
- C. Achievements should be over a period of time or for a Specific initiative during the nominated year.

Nominations for the Volunteer of the Year Award can be made by any member and should be received by December 10 of each year. Selection will be made by a Committee no later than January 1. A suitable award will be presented at the next general meeting.

ARTICLE VIII

Dissolution

Section 1. Dissolution.

The club may be dissolved at any time by the written consent of not less than a fifty (50) percent vote of the general membership. In the event of the dissolution of the Club, whether voluntary or involuntary or by 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 payments of debts of the Club, its property shall be sold to the highest bidder and assets shall be given to a charitable organization selected by the Board of Directors.

