



**West Los Angeles Obedience Training Club, Inc.**

**Bylaws**

The West Los Angeles Obedience Training Club, Inc. is officially associated with the United Kennel Club, Inc.

**ARTICLE I.**

**Name**

The name of this association shall be West Los Angeles Obedience Training Club and shall be located in the County of Los Angeles, State of California. The word “club” shall be used hereafter in this set of Bylaws when referring to West Los Angeles Obedience Training Club.

**ARTICLE II.**

**Object**

The object of this Club shall be:

- a. to improve, teach, and apply humane techniques in the training of dogs and to participate in, and cooperate with, other dog-related programs which assist dogs to become closer companions to human beings.
- b. to promote and foster obedience and agility training and other dog sports by encouraging the ownership, training and exhibition of dogs;
- c. to provide and operate obedience and agility classes for its membership;
- d. to conduct obedience competitions with exercises as approved under the rules of the United Kennel Club; and
- e. to devote all profits accruing to the Club to the above purposes, or to make specific bequests to any charitable organization involving dogs, as shall be approved by a majority vote of those in attendance and voting at a Board meeting.

## ARTICLE III.

### Members

**Section 1.** The Club shall consist of an unlimited number of members who, by joining, agree to abide by these bylaws and the rules of the United Kennel Club. Membership shall consist of two classifications, to wit: members and associate members. Associate membership shall be a temporary status to include those persons who are actively engaged in training their dogs in a class sponsored by this Club, and for a period of six months after graduation from or completion of such class. Associate members may not hold office, vote, or be eligible for the special awards within the membership that will require the qualification of being a member as a condition for winning the award. They may be included in the special privileges for social functions or certain match competitions otherwise open to members only. There will be no membership fee for associate membership and no previous notice of meetings either regular or special need be sent.

**Section 2.** All applications for membership must be submitted to a member of the Board of Directors. To be accepted, the application must be accompanied by one year's dues plus an application fee of \$10 and must be approved by the Board of Directors. Should the application be rejected, those dues and fees shall be refunded within two weeks of rejection.

**Section 3.** Membership may be terminated:

- a. **by resignation.** Any member in good standing may resign from the Club upon written notice to the Secretary.
- 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 membership year; however, the Board may grant an additional 30 days of grace to such delinquent members in meritorious cases.
- c. **by suspension.** If a member is suspended by the United Kennel Club (UKC), his/her membership from the Club shall be suspended for that same period.
- d. **by 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. The member in question shall have the right to appear in his/her own behalf at any meeting of the Board considering his/her expulsion, and the Board shall give such member at least ten (10) days written notice of such proposed hearing before the Board. The vote of the Club on any recommendation of expulsion 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. At such meeting of the Club, the President shall read the charges and the Board's findings and invite the defendant, if present, to speak in his/her own behalf if he/she so wishes. The members in attendance of the meeting shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion.

**Section 4.** Membership dues shall be \$20.00 for one person, \$25.00 for a couple, \$30 for a family and \$5.00 for members under the age of eighteen (18). Applicants joining after October 1 will automatically be paid-up members for the next membership year.

**Section 5.** The membership year shall be from January 1 to December 31. The fiscal year of the Club shall be from January 1 to December 31.

**Section 6.** Dues shall be payable in advance of January 1 of each year.

**Section 7.** During October, each member shall be notified that his/her dues are payable by the first day of January of the following year.

**Section 8.** No special assessments shall be levied upon the membership.

**Section 9.** All members have the following rights and privileges:

- a. they shall be notified of all general and special meetings,
- b. they may attend any and all meetings of the Board of Directors, but shall have no voice except at invitation of the President, and shall have no vote at the meetings of the Board.
- c. they may vote on all matters submitted to the membership except that in no case may a person whose dues are unpaid as of the date of that meeting be entitled to vote at any Club meeting.
- d. only members 18 years of age and over may vote or hold office.

**Section 10.** To vote at the annual election of officers and directors, a member must have attended at least four membership meetings in the year prior to election night.

**Section 11.** Fees or other compensation paid to members for activities in which they represent the Club or for Club-sponsored activities shall be reported to the Board. The Board shall decide as to the dispensation of such compensation including any reimbursement to the members for expenses incurred for such activities.

## ARTICLE IV.

### Officers

**Section 1.** The officers of the Club shall be a President, a Vice-President, a Treasurer, and a Secretary.

**Section 2.** All officers shall have been members in good standing for at least four months at the time of their election and have attended four membership meetings in the year prior to their election.

**Section 3.** Officers shall be elected as follows:

- a. All officers shall be elected at the Club meeting held during the month of November of each year. The term of office shall be from January 1 through December 31 of the following year.
- b. In the event of a vacancy, the President may designate a member to serve as such officer until the next meeting of the Club, and a special election shall be held at a regular or special meeting. All members shall be notified in writing of the intention to fill a vacancy ten (10) days in advance of the meeting. The newly elected member shall finish out the term of office.
- c. No member shall be elected to any office of the Club unless he/she has signified his/her willingness to serve.
- d. A nominating committee, consisting of Board and non-Board members, shall be appointed by the President at the September Board meeting, with instructions to present a slate at the October membership meeting for a vote at the November election meeting. Nominations from the floor during the election are acceptable.
- e. Proxy votes and absentee ballots shall not be acceptable.

**Section 4.** The duties of the President shall be as follows:

- a. The President shall be the Chief Executive of the Club and have general supervision of the business of the Club, subject to the control of the Board of Directors,
- b. The President shall preside at the meeting of the membership and at all meetings of the Board of Directors,
- c. The President shall be an ex-officio member of all committees except the nominating committee on which he/she shall not serve.

**Section 5.** The duties of the Vice-President shall be as follows:

- a. In the absence of, or disability of, or at the request of, the President, the Vice-President shall perform all the duties of the President, and when so acting shall have all powers of, and be subject to all of the restrictions upon, the President,
- b. The Vice-President shall act as Membership Chairman.
- c. The Vice President shall maintain a record of member attendance at all Club meetings.

**Section 6.** The duties of the Treasurer shall be as follows:

- a. The Treasurer shall collect and receive all monies due or belonging to the Club, and receipt therefor, and shall deposit same in a bank satisfactory to the Board, in the name of the Club,
- b. The Treasurer shall maintain a set of books of a type acceptable to the Board of Directors. The Club's books shall at all times be open to inspection of the Board, and the Treasurer shall report to the Board at every meeting the condition of the Club's finances, and all receipts and payments not before reported,
- c. After the end of the fiscal year, the Treasurer shall render an account of all monies received and expended during the previous fiscal year,
- d. The Treasurer shall submit the Club's books to an auditor who shall be selected by the President.

**Section 7.** Power to sign checks disbursing Club funds shall be delegated to the President and/or Treasurer and/or one other Board member, subject to any controls imposed by the Board. Disbursements in amounts over \$500 shall require two signatures on the check.

**Section 8.** The duties of the Secretary shall be as follows:

- a. The Secretary shall record and keep a book of minutes of all proceedings;
- b. The Secretary shall record all approved memberships,
- c. The Secretary shall maintain a record of attendance at all Board meetings;

- d. The Secretary shall have charge of the correspondence of the Club and shall carry out such other duties as prescribed by the Board.

**Section 9.** No officer shall receive any salary, fee, commission, or dividend from the Club (other than reimbursement for expenses incurred on behalf of the Club) for duties performed in his/her capacity as an officer.

## **ARTICLE V.**

### **Board of Directors**

#### **Section 1.**

- a. The Board of Directors shall consist of the four (4) elected officers plus up to six (6) elected Board members who shall serve as Director(s)-at-Large. The immediate past President shall participate on the Board in an advisory capacity only.
- b. All Directors shall be elected at the Club meeting held during the month of November of each year, the term of office shall be from January 1 through December 31 of the following year.
- c. All Directors shall have been members in good standing for at least four months at the time of their election.

**Section 2.** In the event of a vacancy, the President may designate a member to serve as such director until the next meeting of the Club, and a special election shall be held at a regular or special meeting. All members shall be notified in writing of the intention to fill a vacancy ten (10) days in advance of the meeting. The newly elected member shall finish out the term of office.

**Section 3.** The Board shall meet monthly and special meetings may be called by the President, or by majority of the Board, by notification to all Board members. The December meeting shall be a joint meeting attended by current-year, out-going Board members and the next year's in-coming Board members. A quorum of the Board shall consist of a simple majority of the Board. All actions may be taken by majority vote of the members of the Board present and voting at a meeting at which a quorum is present.

**Section 4.** The duties of the Board shall be:

- a. to carry out Club policy and conduct the affairs and business of the Club;  
and
- b. to approve or ratify all expenditures and get approval of the membership on all non-recurring expenditures over \$500.

**Section 5.** Any member may be removed from the Board of Directors by the Board and shall thereupon cease to be an officer or director of the Club if he/she is absent two consecutive meetings of the Board without sufficient cause.

**Section 6.** No director shall receive any salary, fee, commission, or dividend from the Club (other than reimbursement for expenses incurred on behalf of the Club) for duties performed in his/her capacity as director.

## **ARTICLE VI.**

### **Meetings**

**Section 1.** The Club shall have one regular membership meeting each month.

**Section 2.** Special meetings may be called by the President, a majority of the Board, or one fifth of the members may petition the Secretary to call a meeting. A petitioned meeting shall be held within two (2) weeks after receipt of petition, at a time and place specified by the Secretary.

**Section 3.** The Secretary shall notify all members in writing of the time and place of all special meetings at least ten (10) days before the meeting, and said notice shall state the purpose of the meeting and no other Club business may be transacted thereat.

**Section 4.** At least 20% or fifteen (15) of the members entitled to vote, whichever is less, including at least two (2) officers, shall constitute a quorum.

## **ARTICLE VII.**

### **Parliamentary Authority**

While following the lines of informal Parliamentary Procedure, Robert's Rules of Order shall prevail in the operation of this Club, unless specifically superseded by these Bylaws.

## **ARTICLE VIII.**

### **Amendment of Bylaws**

Any member may submit a proposed Bylaw amendment to the Board in writing. If approved by the Board, the membership shall receive notification in writing of the proposed amendment at least ten (10) days before the next Club meeting, at which time it shall be voted on and shall be adopted if approved by a two-thirds majority of the vote cast.

## **ARTICLE IX.**

### **Dissolution**

In order to dissolve this Club and terminate its activities, a two-thirds majority of the voting membership will be necessary at a special or regular meeting. All funds existing in the Treasury after liquidation of personal property and after all debts are paid, shall be donated to any charitable organization involving dogs.

We hereby certify that the foregoing Bylaws, consisting of eight (8) pages, including this page, constitute the Bylaws of the West Los Angeles Obedience Training Club, Inc., of Los Angeles, California, adopted by its Board of Directors as of October 2008.

/s/ President

/s/ Secretary