

Heart Of Ohio



Heart of Ohio Sussex Spaniel Club
Constitution and Bylaws

Constitution June 2011

Bylaws Amended

September 2018

CONSTITUTION

ARTICLE I

Name and Objects

SECTION 1.

The name of the Club shall be: "Heart of Ohio Sussex Spaniel Club."

SECTION 2.

The objectives of the Club shall be:

- a.) to encourage and promote the ethical and quality breeding of purebred Sussex Spaniels and to do all possible to bring their natural qualities to perfection.
- b.) to urge members to accept the Standard of the Breed as approved by the American Kennel Club as the only standard of excellence by which Sussex Spaniels shall be judged;
- c.) to do all in its power to protect and advance the interest in the breed by encouraging sportsmanlike competition at dog shows, obedience trials, hunt tests, and any other AKC sanctioned events or competitions;
- d.) to conduct sanctioned specialty shows, obedience trials, hunt tests, and other American Kennel Club sanctioned events, for which the club is eligible, under the Rules and Regulations of the American Kennel Club.

SECTION 3.

The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues, event fees, or donations to the Club shall inure to the benefit of any member or individual.

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 objects.

BYLAWS

ARTICLE I - Membership

SECTION 1. Eligibility

There shall be four types of membership open to all persons who are in good standing with The American Kennel Club and who subscribe to the purpose of this Club.

- (a) Individual - After attendance of three (3) meetings in one full year full voting membership is open to all persons age 18 and over. This entitles the member to full club privileges, including voting and office holding. It also necessitates that members attend a minimum of three (3) meetings per year hereafter
- (b) Household – After attendance of three meetings in one year full voting membership is open to two (2) persons age 18 and over and residing at the same address. Household memberships receive two votes. This entitles the member to full club privileges, including voting, and office holding. It also necessitates that members attend a minimum of three (3) meetings per year hereafter.
- (c) Associate Membership is open to all persons age 18 and over. This is a non-voting, non-office holding membership, which includes all other aspects of club privileges such as Awards, Newsletters, etc. and does not necessitate attending club meetings. .
- (d) Junior membership is open to all people's age nine (9) through seventeen (17). This is a non-voting, non-office holding membership which includes which includes other aspects of privileges such as Awards, Newsletter, etc. and does not necessitate attending club meetings. There is no charge for Junior membership.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate tristate area.

SECTION 2. Dues

Individual Membership dues will be Twenty dollars (\$20.00) per year, Household membership will be Thirty dollars (\$30.00) per year, Associate Member dues will be fifteen dollars (\$15.00) per year and junior memberships are-exempt. All dues need to be paid on or before the December 31st of each year. Membership will be automatically terminated if not paid within 30 days of start of current year. During the month of November, the Treasurer shall send to each member a statement of dues for the ensuing year. Dues shall not be refunded if membership is terminated as described in Section 4. Dues shall not exceed \$50.00 for any type of membership.

SECTION 3. Election to Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Constitution and Bylaws of the Heart of Ohio Sussex Spaniel Club and the rules and regulations of the American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two (2) Individual members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. All original applications are to be filed with the Secretary.

Individual and Household memberships who have not attended the required three (3) meetings, or attended two (2) meetings or Chaired a committee and/or Chaired a major club event in the previous year shall be

downgraded to an Associate membership. The new member application is to be read at the first meeting of the club following its receipt by the Secretary, then published in the Heartbeat for any member comments. At the next club meeting the application will read to the membership and then be voted upon and affirmative votes of two-thirds (2/3) of the voting members present and voting by secret ballot at the meeting shall be required to elect the applicant. This can't happen on conference calls which means we can only vote 3 times per year on new members at general meetings. All original applications are to be filed with the Secretary.

- (a) Following the voting, the Applicant shall be promptly notified by the Secretary by mail of his acceptance or rejection. An applicant who has been rejected by the Club may not reapply for any type of membership for a period of six (6) months.
- (b) A minimum of three (3) meetings, or attended two (2) meetings and Chaired a committee or Chaired a major club event in the previous year. These requirements by a Regular member must also be met in order to qualify for candidacy for either a Director and/or a Board position.
- (c) Will be automatically reinstated to Individual or Household membership when they attend three (3) meetings or attended two (2) meetings and Chaired a Committee or Chaired a major club event in the previous year.

ARTICLE II - Meetings and Voting

SECTION 1. Club Meetings

Meeting of the Club shall be held bi-monthly in the city of Mansfield, OH (or as near thereto as practical) at such place, date, and hour as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed/e-mailed to all Club members by the Secretary at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be twenty (20%) of the voting members in good standing.

SECTION 2. Special Club Meetings

Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any Regular or Special meeting of the Board, and shall be called by the Secretary upon receipt of a petition signed by five (5) members of the Club, who are in good standing. Such Special meetings shall be held in the City of Mansfield, OH (or as near thereto as practical) at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings.

Written notice of such a meeting shall be mailed/e-mailed to all Club members by the Secretary at least five (5) day's and not more than fifteen (15) days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be twenty (20%) of voting members in good standing.

SECTION 3. Board Meetings

Meetings of the Board of Directors shall be held bimonthly in the city of Mansfield, OH (or as near thereto as practical) at such place, date, and hour as may be designated by the Board. Board business may be conducted in any of the following manner: by meeting, teleconference, mail/email or instant message. Written notice of each such meeting shall be mailed/e-mailed to Board members by the Secretary at least ten (10) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Any member in good standing may submit in writing to the Secretary items to be discussed by the Board.

SECTION 4. Special Board Meetings

Special meetings of the Board may be initiated by the President, and shall be called by the Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such Special meetings shall be held in the City of Mansfield, OH (or as near thereto as practical) at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed/e-mailed to all Board members by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. Specials meetings may be conducted in any of the following manner: by meeting, teleconference, mail/email or instant message. A quorum for such a meeting shall be a majority of the Board.

SECTION 5. Voting

Each member in good standing whose dues are paid for the current year and who has voting privileges shall be entitled to one vote at any meeting of the club at which they are present. Proxy or absentee voting will not be permitted at any Club meeting or election.

ARTICLE III - Directors and Officers

SECTION 1. Board of Directors

The Board of Directors shall be comprised of the Officers and three (3) other persons (Directors at large) all of whom shall be members in good standing and shall be elected for two (2) year terms at the Club's Annual meeting as provided in Article IV. They shall serve until their successors are elected. The President, Treasurer and one (1) DIRECTOR at large # (2) being elected in the even years and Vice-President, Secretary and two (2) DIRECTORS at large NUMBERS 1 & 3 being elected in the odd years. General management of the Club's affairs shall be entrusted to the Board of Directors. All Officers and Directors shall be limited to three (3) consecutive terms in any one position. A member, in good standing, and who has voting privileges is eligible to run for/and hold any other Board of Directors position at the next consecutive term, if so nominated and voted into office. Subject to the conditions set forth above

SECTION 2. Officers

The Club's officers consisting of the President, Vice-President, 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 appurtenant to the office of the President, in addition to those particularly specified in these Bylaws. Except for voting for the election of the Board and Officers and new members according to Roberts Rules of Order. The President may authorize the spending of \$50.00 without prior Board approval.
- b.) The Vice-President shall have the duties and exercise the power of the President in case of the President's death, absence or incapacity. The Vice-President shall also have the responsibility of Club Parliamentarian.
- c.) The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club; have charge of the correspondence, notify members of meetings, notify officers and directors of their election to office, notify, keep a roll of members of the Club with their addresses, notify applicants for membership of their status with the Club and carry out such other duties as are prescribed in these Bylaws.

- d.) The Treasurer shall collect and receive all moneys due to or belonging to the Club. Moneys shall be deposited in a bank designated by the Board, in the name of the Club. The books shall annually be open for inspection hereafter called an Audit. An Auditing Committee of three (2) from the General membership and 1 Board member shall be selected by the Board at May Membership Meeting. They shall audit the Treasurer's books and bring a written report to the Annual meeting. The Treasurer shall report at every Board and Membership meeting, the condition of the Club's finances and every item of receipt or payment not before reported; and at the Annual Meeting the Treasurer shall render an accounting of all moneys received and expended during the previous year. The Treasurer may be bonded in such amount, as the Board of Directors shall determine. Treasurer's reports should comprise an income and expenditure statement for the period since the last report was accepted by the Board and Membership plus a balance sheet showing total worth of the Club as close to the date of the meeting at which it is presented, noting any variances of timing due to unprocessed transactions.
- e.) The Board shall agree a budget for each membership year no later than March 15th of that year, and preferably sooner. Comparison of actual financial performance against budget shall be a regular agenda item at all Board meetings and part of the Treasurer's report to that meeting. Reasons for major variances from the budget shall be minuted by the Secretary and shared with the membership. The Board shall share responsibility of managing the club's finances in accordance with these bylaws.

SECTION 3. Vacancies

Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of the current 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; except that a vacancy in the office President shall be filled automatically by the Vice President and the resulting vacancy in the office of the Vice President shall be filled by the Board.

ARTICLE IV - The Club Year, Annual Meeting, Elections

SECTION 1. Club Year

The Club's fiscal and membership year shall begin on the first day of January and end on the last day of December. 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.

SECTION 2. Annual General Meeting

The Annual General Meeting shall be held in July. At that meeting, Officers and Directors for the ensuing year shall be elected by all eligible members present and in good standing, by secret ballot, from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to their successor, all properties and records relating to that officer within thirty (30) days after the election.

SECTION 3. Elections

Robert's Rules of Order shall apply. The nominated candidates receiving the greatest number of votes for such positions shall be declared elected

SECTION 4. Nominations

No person may be a candidate in a Club election who has not been nominated.

- 1) During the month of March, the Board shall select a nominating committee consisting of three members and two (2) alternates, not more than one (1) of whom may be a member of the Board.
- 2) The Secretary shall immediately notify the committeemen and alternates of their selection.
- 3) The Board shall name a Chairman and it shall be his duty to call a committee meeting which shall be held on or before April 15th.
- 4) The committee shall nominate one candidate for each Office and Board position to be vacated. After securing the consent of each person so nominated, the Committee Chairman shall immediately report their nominations to the Secretary in writing.
- 5) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two (2) weeks before the May meeting, notify each member by (mail/email) of the candidates so nominated.
- 6) Any additional nominations may be made at the May meeting by any members 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 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
- 7) Nominations **cannot** be made at the Annual meeting or in any manner other than as provided in this Section.

ARTICLE V - Committees

SECTION 1. Committees

The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows, trophies, annual prizes, membership, and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid on particular projects.

SECTION 2. Termination

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon mailed/emailed notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

ARTICLE VI - Discipline

SECTION 1. American Kennel Club

Any member who is suspended from privileges of the American Kennel Club will automatically 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 interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of Fifty dollars (\$50.00) which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges and specifications to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breed. If the Board considers that the charges do not allege conduct that 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 (3) weeks or more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and the assurance that the defendant may personally appear in his own defense and bring witnesses if he/she wishes

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 the testimony presented by complainant and defendant, the Board may by a majority vote of those present reprimand the defendant or it may suspend the defendant from all privileges of the Club for not more than six months (6) from the date of the hearing.

And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision,

Its findings shall be put in written form and filed with the Secretary. The Secretary, in turn shall notify each of the parties of the Board's decision and penalty, if any.

SECTION 4. Expulsions

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 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/she wishes. The members in good standing shall then vote by secret ballot on the proposed expulsion. A two thirds (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 VII - Amendments

SECTION 1. Amendments to the Constitution and Bylaws

Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent (20%) of the Regular voting 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 recommendations to the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

SECTION 2. Amendment Approval

The Constitution or Bylaws may be amended by a two thirds (2/3) vote by secret ballot 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/emailed to each member at least two (2) weeks days prior to the date of the meeting.

SECTION 3. Approval by the American Kennel Club

No amendment to the Constitution that is adopted by the club shall become effective until it has

been approved by the Board of Directors of The American Kennel Club.

ARTICLE VIII Dissolution

SECTION 1. Dissolution

The Club may be dissolved at any time by the written consent of not less than two thirds (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 the 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 IX - Order of Business

SECTION 1. General Meetings

At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be:

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of officers and board
(at annual meeting),
- Election of New members if
applicable Unfinished business
- New business
- Adjournment

SECTION 2. Board Meetings

At meetings of the Board, the order of business, unless otherwise directed by majority voted of those present, shall be as follows:

Reading of minutes of last meeting	Report of Secretary
Report of Treasurer	Reports of committees
Unfinished business	New Business
Adjournment	

ARTICLE X - Parliamentary Authority

SECTION 1. Rules of Order

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 inconsistent with these By-Laws and any other special rules of order the Club may adopt.

GLOSSARY

Member in good standing – An individual who is not suspended by the American Kennel Club or their Club and whose dues for the year are already paid.

Types of membership (Article I, Section 1):

Regular (Individual) – Enjoys all club privileges including the right to vote and hold office.

Associate – Entitled to all clubs privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the clubs area but are not active.)

Junior – Open to children over the age nine (9) of and under the age of 18 years of age; a non –voting/non-office holding membership which may convert to regular membership at the age of 18.

Reprimand – A written warning to a member after charges have been filed in accordance with the bylaws and it is determined that the member's conduct was not severe enough to warrant a suspension or a recommendation for expulsion.

Notices – All club notices must be sent either via the US Postal Service or e-mail in accordance with current AKC policy.

Votes on Bylaw Amendments – After amendments are voted upon, the club must provide AKC with the number of members in good standing as well as the date of the vote, and the number who voted for and against. A copy of the revised document must be submitted to AKC as soon as it is printed.

Notes