



Trail Ridge Kennel Club

**CONSTITUTION
AND BYLAWS**

A United Kennel Club Affiliate

Est. 2011



Table of Contents

Article I. Name and Objects..... 5

 Section 1.01 Club Name..... 5

 Section 1.02 Objectives of the Club 5

 Section 1.03 Not for Profit 5

 Section 1.04 Adoption of Bylaws..... 5

Article I. Membership 6

 Section 1.01 Eligibility 6

 Section 1.02 Types of Membership 6

 (a) Individual..... 6

 (b) Family..... 6

 (c) Charter Membership..... 6

 (d) Associate..... 6

 (e) Junior 7

 (f) Honorary 7

 (g) Lifetime 7

 Section 1.03 Dues 7

 (a) Amount 7

 (b) Dues Statement..... 7

 (c) Payment of Dues..... 7

 (d) Non-Payment of dues 7

 Section 1.04 Application for Membership 7

 (a) Submitting the Application..... 7

 (b) Sponsors 8

(c)	Publication of Applicants Names	8
Section 1.05	Election to Membership.....	8
Section 1.06	Rejected Applications.....	8
Section 1.07	Conditions of Continuing Membership	8
(a)	Attendance	8
(b)	Participation.....	8
(c)	Waiver of Attendance and Participation Requirements	9
Section 1.08	Termination of Membership.....	9
(a)	Resignation	9
(b)	Lapsing	9
(c)	Suspension	9
(d)	Expulsion	9
Article II.	Club Year	9
Section 2.01	Fiscal Year.....	9
Section 2.02	Official Year	10
Article III.	Meetings and Voting.....	10
Section 3.01	Club Meetings.....	10
Section 3.02	Special Club Meetings.....	10
Section 3.03	Board Meetings.....	10
Section 3.04	Special Board Meetings.....	10
Section 3.05	Voting	11
Section 3.06	Meeting Location and Notification.....	11
Article IV.	Directors and Officers.....	11
Section 4.01	Board of Directors	11
Section 4.02	Officers	11

(a) President	11
(b) Vice President.....	11
(c) Secretary	11
(d) Treasurer.....	12
(e) Secretary and Treasurer	12
Section 4.03 Vacancies.....	12
Article V. Annual Meeting, Elections.....	12
Section 5.01 Annual Meeting.....	12
Section 5.02 Elections	12
Section 5.03 Nominations.....	13
Article VI. Contracts, Loans, Checks.....	13
Section 6.01 Contracts.....	13
Section 6.02 Loans	13
Section 6.03 Checks, Drafts, Etc.	13
Article VII. Committees.....	14
Section 7.01 Appointment of Standing Committees	14
Section 7.02 Termination of Committee Appointments.....	14
Article VIII. Discipline	14
Section 8.01 United Kennel Club Suspension.....	14
Section 8.02 Charges	14
Section 8.03 Board Hearing.....	14
Section 8.04 Expulsion.....	15
Section 8.05 Permanent Suspension.....	15
Article IX. Amendments	15
Section 9.01 Amendment Process	15

Section 9.02	Requirements to Amend	15
Section 9.03	UKC Approval.....	16
Article X.	Dissolution	16
Section 10.01	Dissolution of the Club	16
Article XI.	Order of Business.....	16
Section 11.01	General Meetings	16
Section 11.02	Board Meetings	17
Article XII.	Parliamentary Authority	17
Section 12.01	Robert's Rules of Order	17
Article XIII.	Definition of Terms.....	17
Article XIV.	STANDING RULES.....	18
Section 14.01	General Regulations	18

CONSTITUTION

Article I. Name and Objects

Section 1.01 Club Name

The name of the club shall be the *Trail Ridge Kennel Club*, hereinafter also referred to as "the Club."

Section 1.02 Objectives of the Club

The objectives of the club shall be:

1. To further the advancement of all breeds of purebred dogs
2. To do all in its power to protect and advance the interests of United Kennel Club(UKC) sanctioned conformation dog shows & performance events and to encourage good sportsman at such events
3. To hold licensed UKC events that will be run in accordance with the rules, policies, and procedures of the UKC.

Section 1.03 Not for Profit

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.

Section 1.04 Adoption of Bylaws

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 1.01 Eligibility

Membership is open to all persons who are in good standing with the United Kennel Club, who subscribe to the purposes of the Club and who agree to abide by the United Kennel Club Code of Ethics.

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 area.

No person shall be refused entry or membership on the basis of race, color, creed, religion, gender, age, or national origin

Section 1.02 Types of Membership

The club shall offer the following types of membership:

(a) Individual

Individual membership is open to persons 18 years of age or older. Individual members are entitled to all club privileges including the right to vote and hold office.

(b) Family

Household Membership is open to Individual members, 18 years of age or older, residing in the same household, each eligible to vote and hold office.

(c) Charter Membership

Individual and Family members who have submitted an application to join the Club and have paid initial dues on or before June 18, 2011 shall be entitled to the designation Charter Member. Voting for approval of the initial Constitution and ByLaws shall be limited to Charter Members.

(d) Associate

Associate members are entitled to all club privileges except voting and office holding..

(e) Junior

Junior Membership is open to persons 12 years of age and up to 18 years of age. Junior members shall not be entitled to vote or to hold office, but shall be eligible for annual trophies or awards offered by or through the Club. Junior membership shall convert to regular membership after age 18.

(f) Honorary

An individual who has made significant contributions to the Sport, Breed or the Club. Honorary members pay no dues and are not eligible to vote or hold office.

(g) Lifetime

Individuals who have been members for a period exceeding 25 years shall be designated Lifetime Members. Life members pay no dues but are eligible to vote and hold office.

Section 1.03 Dues

(a) Amount

Membership dues shall be set by the Board of Directors. Dues shall not exceed \$50 per year.

(b) Dues Statement

During the month of November the Treasurer shall notify each member of dues payable for the ensuing year.

(c) Payment of Dues

Dues are payable on or before the 1st day of January of each year.

(d) Non-Payment of dues

No member may vote whose dues are not paid for the current year. The membership of any member who has not paid his/her dues by March 31st of any calendar year shall lapse. The Board of Directors may waive this requirement in accordance with Section 1.08(b).

Section 1.04 Application for Membership

(a) Submitting the Application

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 the Constitution and Bylaws and of the Club and the Rules, Regulations and Code of Ethics of the United Kennel Club. The application shall state the name, address, and occupation of the applicant and shall carry the endorsement of two members in accordance with Section 1.04(b). A copy of these By-Laws shall be given to applicants before being accepted into membership. The prospective member shall submit the completed application and dues payment for the current year to the Secretary.

(b) Sponsors

Each application shall be endorsed by two Club members in good standing, not living in the same household.

(c) Publication of Applicants Names

The name of each applicant, the names of each applicant's sponsors, and a deadline for submitting comments shall be published in the first Club newsletter published after the application is submitted. Club members in good standing may submit written comments regarding the applicant to the Secretary prior to the deadline for submitting comments. The Membership Secretary shall provide all comments to the Board of Directors at the first Board Meeting following the deadline for comments.

Section 1.05 Election to Membership

All applications are to be filed with the Secretary and each application is to be read at the first meeting of the club following its receipt. At the next club meeting the application will be voted upon and affirmative votes of two thirds (2/3) of the members present and voting at that meeting shall be required to elect the applicant. Voting shall be by secret ballot.

Section 1.06 Rejected Applications

Applicants for membership who have been rejected by the club may not reapply within six months following such rejection.

Section 1.07 Conditions of Continuing Membership

The following shall be the conditions of continuing membership.

(a) Attendance

Members shall attend at least 2 meetings per year.

(b) Participation

Members shall participate in Club activities and shows/events to the satisfaction of the Board of Directors.

(c) Waiver of Attendance and Participation Requirements

The attendance clauses of Sections 1.07(a) and 1.07(b) may be waived by the Board of Directors due to illness, disability, conflict with employment, excessive distance, or bona-fide previous commitments.

Section 1.08 Termination of Membership

Memberships may be terminated by:

(a) Resignation

Any member in good standing may resign from the club upon written notice to the Secretary, but no member may resign when in debt to the club. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.

(b) Lapsing

A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid per Section 1.03(d); however, the board may grant an additional 30 days of grace to such delinquent members in meritorious cases. 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. The board may waive the dues of any member in financial distress. A membership that has lapsed may be reinstated by a majority vote of the Board of Directors.

(c) Suspension

Any member who is suspended or barred from the privileges of the United Kennel Club is automatically suspended or barred from the privileges of membership in the Club for the same period of time.

(d) Expulsion

A membership may be terminated by expulsion as provided in Article VIII of these bylaws.

Article II. Club Year

Section 2.01 Fiscal Year

The Club's fiscal year shall begin on the 1st day of January and end on the last day of December.

Section 2.02 Official Year

The Club's official year shall begin immediately at the adjournment of the annual meeting and shall continue through the election at the next annual meeting.

Article III. Meetings and Voting

Section 3.01 Club Meetings

General Meetings of the club shall be held each month at such hour and place as may be designated by the board of directors. Notification of each such meeting shall be made by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20 percent of the members in good standing.

Section 3.02 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 members of the club who are in good standing. Such special meetings shall be held at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Notification of Special Club Meetings shall be made by the Secretary at least five days and not more than 15 days prior to the date of the meeting and shall state the location, time and purpose of the meeting. No other club business may be considered beyond that for which the meeting was called. The quorum for such a meeting shall be 20 percent of the members in good standing.

Section 3.03 Board Meetings

Meetings of the board of directors shall be held at least twice a year at such hour and place as may be designated by the board. Notice of each such meeting shall be mailed by the Secretary at least five days prior to the date of the meeting. The quorum for Board Meetings shall be a majority of the board.

Section 3.04 Special Board Meetings

Special Meetings of the board may be called by the President; and shall be called by the Secretary upon receipt of a written request signed by at least three members of the board. Such special meetings shall be held at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Notification of Special Board Meetings shall be made by the Secretary at least five days and not more than 10 days prior to the date of the meeting and shall state the location, time and purpose of the meeting. No other club business may be considered beyond that for which the meeting was called. The quorum for such a Special Board Meetings shall be a majority of the board.

Section 3.05 Voting

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

Section 3.06 Meeting Location and Notification

All Club Meetings, Board Meetings, Special Club Meeting and Special Board Meetings shall be held in the Northern Colorado Area.

Notice of all meeting shall be made by the US Postal Service, electronic mail, or other means designated as appropriate by the United Kennel Club.

Article IV. Directors and Officers

Section 4.01 Board of Directors

The Board shall be comprised of the officers and additional persons so as to bring to 7 the total number of board members, all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the club's annual meeting as provided in Section 5.02 and shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the Board of Directors.

Section 4.02 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) President

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 President in addition to those particularly specified in these Bylaws.

(b) Vice President

The Vice President shall have the duties and exercise the powers of the President in the event of the President's death, absence or incapacity.

(c) Secretary

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 new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the club with their addresses, and carry out such other duties as are prescribed in these bylaws.

(d) Treasurer

The Treasurer shall collect and receive all moneys due 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 at all times be open to inspection by the board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not previously reported. At the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The books and accounts of the Treasurer shall be audited annually, prior to the election of officers, by a committee appointed by the President.

(e) Secretary and Treasurer

The office of Secretary and Treasurer may be combined into a single office, in which case one additional director shall be elected so that the board shall be comprised of 7 persons.

Section 4.03 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 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 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.

Article V. Annual Meeting, Elections

Section 5.01 Annual Meeting

The annual meeting shall be held in the month of November at which officers and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 5.03. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

Section 5.02 Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for other positions on the board who receive the greatest number of votes for such positions shall be declared elected.

Section 5.03 Nominations

No person may be a candidate in a club election who has not been nominated. During the month of August, 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 Secretary shall immediately notify the committee members and alternates of their selection. The board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before September 15.

The committee shall nominate one candidate for each office and positions on the board and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.

Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the October meeting, notify each member in writing of the candidates so nominated.

Additional nominations may be made at the October 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 person making the nomination 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.

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

Article VI. Contracts, Loans, Checks

Section 6.01 Contracts

The Board may authorize any Officer, agent or employee to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club.

Section 6.02 Loans

No loan shall be contracted on behalf of the Club, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 6.03 Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Club shall be signed by the Club Treasurer and the Club

President, or such agent or employee of the Club and in such a manner as shall from time to time be determined by the board.

Article VII. Committees

Section 7.01 Appointment of Committees

The board may each year appoint standing committees to advance the work of the club in such matters as dog 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 7.02 Termination of Committee Appointments

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

Article VIII. Discipline

Section 8.01 United Kennel Club Suspension

Any member who is suspended from the privileges of The United Kennel Club shall automatically be suspended from the privileges of this club for a like period.

Section 8.02 Charges

An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interests of the club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$100, which shall be forfeited if such charges are not sustained by the board. The Secretary shall promptly send a copy of the charges 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. 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 for a hearing by the board not less than three weeks or more than six weeks thereafter. The Secretary shall promptly send one copy of the charges and the 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 they wish.

Section 8.03 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 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 finding 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 8.04 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 8.03 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 their 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 their own behalf if they wish. 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.

Section 8.05 Permanent Suspension

Any member permanently suspended or banned by the UKC shall have their membership in the club automatically revoked and will no longer be eligible for membership, until such time as they may be reinstated by the UKC.

Article IX. Amendments

Section 9.01 Amendment Process

Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20 percent 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 recommendations of the board by the Secretary for a vote within three months of the date when the petition was received by the Secretary. The UKC must also be notified in writing.

Section 9.02 Requirements to Amend

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 that 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. After amendments are voted upon, the club must provide the UKC with the number of members in good standing as well as the date of the vote, and the number who voted for and against. Voting shall be by secret ballot.

Section 9.03 UKC Approval.

A copy of the revised document must be submitted to the UKC within 10 days. No amendment to the constitution that is adopted by the Club shall become effective until it has been approved by the UKC.

Article X. Dissolution

Section 10.01 Dissolution of the Club

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 XI. Order of Business

Section 11.01 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 as follows:

1. Roll Call
2. Minutes of last meeting
3. Report of President
4. Report of Secretary
5. Report of Treasurer
6. Reports of committees
7. Election of officers and board (at annual meeting)
8. Election of new members
9. Unfinished business
10. New business
11. Adjournment

Section 11.02 Board Meetings

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

1. Reading of minutes of last meeting
2. Report of Secretary
3. Report of Treasurer
4. Reports of committees
5. Unfinished business
6. New business
7. Adjournment

Article XII. Parliamentary Authority

Section 12.01 Robert's 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 bylaws and any other special rules of order the club may adopt.

Article XIII. Definition of Terms

Member in good standing -- An individual who is not suspended by The United Kennel Club or the Club and whose dues for the current year have been paid.

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.

Notification -- Notification shall be deemed to have been given if communication to club members has been sent by the US Postal Service, electronic mail, or posted on the Club's online forum.

Official Notice -- A communication to club members sent by the US Postal Service, electronic mail, or other means designated as appropriate by the United Kennel Club. All official communication regarding discipline must be by registered US Mail.

Present at Meetings -- Present at meetings shall include telephone conference calls provided all members physically in attendance are able to hear the conversation.

UKC -- The United Kennel Club

Article XIV. STANDING RULES

Section 14.01 General Regulations

1. Members shall conduct themselves in the spirit of good sportsmanship at all Club functions.
2. Absolutely no firearms or illegal drugs will be allowed on the grounds or in the buildings while participating in any club or licensed events.
3. Absolutely no alcoholic beverages at any public club function or licensed events.
4. All United Kennel Club policies will be strictly adhered to during all UKC sponsored and licensed events.
5. Members found to be in violation of these ByLaws and the principles of good sportsmanship and fair and honest conduct shall be subject to expulsion from the club.