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www.oshkoshkennelclub.com

Thank you for your interest in membership in the Oshkosh Kennel Club. Here is a little about the Oshkosh Kennel Club. OKC holds monthly meetings of the general membership on the second Wednesday of each month at which there is a business meeting and a program of interest to the membership. In the past these programs have been things such as a Representative from AKC, local veterinarians speaking on topics of importance to breeders, and speakers on various aspects of raising, training and showing dogs. The month of August we have our annual picnic in place of the monthly meeting. The month of December we have our annual awards banquet in place of the monthly meeting. OKC also sponsors events such as All-Breed Shows, Obedience, Rally and Agility Trials, CGC Tests and a Spring Fun Match. Training Classes for Conformation, Obedience, Rally and Agility are offered throughout the year. Please check our web site for the current show, trial and class schedules.

This packet contains a membership application, a copy of the Oshkosh Kennel Club Constitution and By-Laws and a little more information about the Oshkosh Kennel Club. If you are interested in joining the OKC, please fill out the enclosed membership application and return it to the membership chair, along with the application fee as follows: \$40.00 for Regular Membership, \$40.00 for Associate Membership, \$40.00 for the first member in a Household Membership plus \$10.00 for each additional member of the Household or \$10.00 for a Junior Membership. The application may be returned by mail or in person at the beginning of the next Oshkosh Kennel Club meeting. You must submit appropriate dues with your application and must attend at least one meeting before your application can be voted on. If you would like to attend a meeting of the OKC, please join us this month. The meeting is at the kennel club building, 220 W. Packer Avenue, just off Jackson Drive, on the second Wednesday of the month at 7:00 in the evening.

For more information on the Oshkosh Kennel Club - check us out on at www.oshkoshkennelclub.com. Thank you again for your interest in the Oshkosh Kennel Club.

GENERAL INFORMATION

Origin

The Oshkosh Kennel Club, Inc. was established in July of 1963. The Club was recognized as a Club of Record by the American Kennel Club on May 16, 1970. The officers of the club consist of President, Vice President, Recording and Corresponding Secretaries, Treasurer, four additional Members of the Board of Directors and various Committee Chairpersons.

Affiliations

The Oshkosh Kennel Club is also a member of the Wisconsin Dog Federation. The Wisconsin Dog Federation is an organization engaged in educational and legislative activities for the promotion of the welfare of dogs.

Objectives

The Oshkosh Kennel Club is a nonprofit organization with the following objectives:

- a. To advance the study, breeding and exhibiting of all breeds of purebred dogs.
- b. To provide information to the public about the breeding, registration, exhibiting and sale of all breeds of purebred dogs.
- c. To conduct dog shows, obedience, rally and agility trials and sanctioned matches under the rules of the American Kennel Club.

- d. To maintain standards of breeding and registration for the protection and advancement of all breeds of purebred dogs under the rules of the American Kennel Club.
- e. To institute and conduct classes in the procedures necessary for exhibiting in the conformation, obedience and agility rings.

Membership

The OKC welcomes new members at all times. Membership is open to all persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this club. Dog ownership is not a requisite for membership.

Meetings

The Club meets at 7:00 P.M., the second Wednesday of each month (August and December excluded) at the Clubhouse which is located at 220 W. Packer Avenue, just off Jackson Drive. The public is invited. Programs of interest to all dog owners and exhibitors are presented. Social events are planned for the August and December meetings.

Training Classes

As part of its commitment to educate the public the OKC holds conformation, obedience, rally and agility classes. Classes typically run for six week period with sessions starting throughout the year. From time to time we offer special sessions of interest. All classes are taught by qualified and experienced instructors who are actively involved in dog training and showing. Instructors attend various seminars to provide the latest information to their classes.

In conformation class the owners of purebred dogs are taught the techniques for successful showing of their dogs in AKC licensed shows. Obedience classes are offered to all dog owners. Basic classes are recommended for owners to teach their pets to be better companions and "citizens". Advanced classes are available for those wishing to prepare their dogs for AKC obedience titles. Rally combines obedience exercises in an agility style course. Agility classes available to those with dogs that can work off lead and are looking for a fun and fast paced sport with their dog.

AKC Events

The OKC holds two licensed All-Breed shows, twelve licensed Agility Trials, ten licensed Obedience Trials and a sanctioned match every year. Our All-Breed show is usually the third Saturday in May at the Winnebago County Expo Center. Our Agility Trials are held in January, April, October and November at our Clubhouse. Our Obedience Trials are held in January, May, July, October and December, also at our Clubhouse. An AKC sanctioned fun match is held in March. Further information about these events can be obtained on line at www.oshkoshkennelclub.com.

Special Events

Canine Good Citizen Periodically the Oshkosh Kennel Club offers a Canine Good Citizen Test open to all dogs. By demonstrating that their dog is trained in the basic aspects of obedience and good citizenship a dog receives the privilege of using the AKC title "CGC" after its name.

Newsletter

Our newsletter welcomes contributions from all club members. It contains announcements of our meetings, special activities and information of general interest to dog owners. Copies of the newsletter are available online.

Club Communications

Oshkosh Kennel Club members agree to receive club communications including, but not limited to; newsletters, dues notices, minutes, board member notifications and meeting notifications via email. Members will not hold the club liable should the notification be received late or not received due to circumstances beyond the club's control.

Club Awards

Goblet Award Each December the Club hosts its Annual Christmas Awards Banquet. At this time, owners of dogs who have earned an AKC Title receive the Goblet Award.

Breeders Awards Club members, who are breeders of dogs who have "finished" their titles during the year receive an award at this time.

BREEDERS CODE OF ETHICS

- Section 1 Cannon of Ethics. Each member of the Oshkosh Kennel Club has an obligation to protect the interest of his/her breed by conducting him/herself in a manner designed to reflect credit on him/herself, his/her breed and on the Oshkosh Kennel Club. Each member who contemplates breeding a litter, or who allows the use of his/her stud dog to the same end, shall direct his/her efforts toward producing dogs of exceptional quality, temperament and condition. No member shall engage in false or misleading advertising or misrepresentation of his/her breed; nor shall he/she malign his/her competition by making false or misleading statement regarding his/her competitor's dogs, breeding practice or person. It is considered to be unethical for any Oshkosh Kennel Club member to sell dogs to any pet shop or any wholesale dealer in dogs, or to knowingly sell to any breeder who sells to pet shops or in any way aid or abet the sale of any dog through a pet shop or lottery. A reputable breeder will maintain the best possible standards of health and care of his/her kennels.
- Section 2 Responsibilities of the Breeder. The breeder shall:
- Be familiar with his/her breed, standard and breed only those specimens which conform to it.
 - Be familiar with AKC rules concerning record keeping, registration, sale and transfer of dogs, and abide by these rules.
 - Use for breeding only dogs which are healthy and free from serious congenital defects characteristic of his/her breed or breeds.
 - Produce puppies only when he/she has the time and facilities to provide adequate attention to physical and emotional development until such time as they are sold.
 - Not breed a bitch more often than two out of three heat seasons, unless the seasons occur every 9 months or more; then only if she is in robust health and never at the time of her first season, unless the season occurs after 12 months of age.
 - Refrain from further use of a bitch or stud that has produced any serious inherited defects detrimental to the animal's well being, such as blindness, deafness, lameness or impairment of the vital functions and produced like results with a different mating partner.
- Section 3 Responsibilities of the Seller. The seller shall:
- Keep accurate records showing dates of immunization, types of vaccines used, dates of worming, etc.; registration and pedigree records and furnish these records with the sale of the puppy.
 - Be willing to cover all sales by a written contract, listing registration numbers of both sire and dam and litter registration of dog if available, conditions of sale, description of quality of dog, health certificate and full description of dog, including a three generation pedigree.
 - Request that a newly purchased dog be examined by the buyer's veterinarian (at buyer's expense) within 48 hours of sale. If the dog is to be returned to the seller, a written health record, with reasons for return must be furnished by the examining veterinarian within the 48 hour period.
 - A dog showing serious deviation from the standard, rendering it unsuitable for breeding, can be sold only to a buyer who is willing to spay or neuter it, unless the breeder is willing to do so. Registration papers will be withheld until proof of surgery is furnished. The sales contract will state reasons for withholding papers.
 - Be morally obligated to refund purchase price of a show prospect to an agreed upon pet-puppy price, or replace any show prospect dog if it shows a serious medical disorder within first 12 months of age (diagnosed by a competent veterinarian) rendering it unsuitable for showing and/or breeding.
 - Will provide registration papers with each dog sold unless the reasons for not providing such papers are clearly stated in each sales contract.
 - Apprise the buyer of growth potential and breed peculiarities to insure that the placement of the dog is mutually satisfactory.
 - Any breeder selling a breed requiring ear and/or tail docking or dewclaw removal, under the breed standard will be obligated to include this service with the sale of the dog. The purchaser upon written request may ask that this service not be performed and will be required to sign a statement to that effect.
- Section 4 Responsibilities of a Stud Owner. The stud owner shall:
- Not offer at stud a dog showing serious inherited defect which is characteristic in the breed, structure or temperament. Likewise, owners of stud dogs shall not accept for breeding any bitch, the reproduction of which is likely to do detriment to the breed.
 - Shall not breed a bitch under one year of age and not before a bitch's second season. See Section 2, Sub-section E.
 - Shall refrain from breeding a bitch owned by a party known to have dealing with pet shops, wholesale dealers or lotteries.
 - Shall make every effort to apprise the owner of the bitch of the responsibilities involved in the raising, proper care and placement of puppies resulting from this breeding.
- Section 5 Enforcement. See Article VII - Discipline, Oshkosh Kennel Club By-Laws

TRAINING CLASS RULES

All matters regarding and concerning training classes will be handled by a committee comprised of Board Members, all trainers and any other club members interested in being on this committee. There are well structured class guidelines and handouts for obedience, rally and conformation. These will be used as a class syllabus by all instructors to insure standardized teaching in all of the Beginning Obedience Classes. All classes will be taught in accordance with AKC standards, AKC rules and AKC regulations. Any new training techniques are welcomed by the Training Committee but must be approved by the Board and Training Committee before they can be introduced to any class.

Instructor Guidelines

All interested OKC members in good standing are welcome to participate in the Training Committee. As a general requirement, every OKC instructor or assistant must be active in the area they are instructing (obedience/rally/conformation/agility). Only in this way can we hope have the experience necessary to help with the problems our students come up against. Each instructor and assistant is required to attend trainers meetings as often as possible. Trainers and assistants are responsible to be present for all classes they are scheduled to help with. If they will miss a class, they are responsible to find qualified replacement to fill in for them.

In addition to the above requirements, Obedience instructors must have achieved a Companion Dog Title and completed at least two sessions as an assistant - preferably with different instructors - and received the recommendation of a class instructor. In order to be an instructor for the advanced classes, the corresponding title must have been achieved. Likewise, Agility instructors must have achieved Agility Titles corresponding to the class level they are teaching and Rally instructors the Rally Titles. Conformation instructors must have ring experience at AKC shows.

As a continuing commitment to both the OKC trainers and the training classes, funds are available to help subsidize the cost of attending training seminars. Each trainer may choose one training seminar a year they would like to attend. After showing their registration receipt to the treasurer they will get a check to put toward their fee - not to exceed \$75.00.

Chair Guidelines

The Training Chair is responsible for arranging for instructors for all class sessions as well as scheduling trainers meetings, publishing notices of these meetings and setting up the training class schedule for the year.

Signing Up For a Class

Any person interested in signing up for a training class must come to orientation to sign up for that class. Those that cannot come to orientation may call after orientation to determine if there are any open places in the class. OKC members should call the Head Trainer to make these arrangements. People that have adopted a dog from the Shelter will be allowed to pay for a class in advance at a rate of one half of the current cost of a class. A receipt will be issued for payment. They will be allowed to sign up for a class in either of the next two training sessions following payment for a class or their money will be forfeited. OKC will not hold a spot for them indefinitely.

OKC members may sign up for more than one class per session, however, they must make the commitment to finish the class session including graduation. OKC members should recognize that 'Kennel Points' training is a privilege and that their training slots would otherwise be available to the paying public. If it is necessary to miss a class, the instructor should be notified - if possible - prior to the class session. If a member feels they may be missing three or more classes in a session, they should consider waiting until the next session to take classes.

People that are not OKC members need to progress through the classes in the normal sequence starting with either Puppy Class or Beginners Class. If someone has gone through an class(es) through another club or organization they may sign up for the next progressive OKC class provided they furnish proof of completion of the class(es) with the other club. Due to the possibility that OKC classes may cover more or less ground than another club does, the instructor will retain the right to request a handler and dog be moved to a different class level if the handler and dog appear to be in the wrong class level.

OKC members who have trained a dog before may waive the Beginners class and enter their dog directly in the Intermediate Class providing the dog is over the age of 6 months and has mastered the basic techniques covered in Beginners Class. Again, the instructor of the class will retain the right to request the handler and dog be moved back to Beginners Class if the handler and dog are not ready for Intermediate Class. This policy leaves more openings for the paying public in the Beginners Classes.

Class participants may sign up for entire class sessions of our Conformation Classes - however weekly drop-ins are welcome as room permits. Those opting to participate in the class on a week to week basis need to understand there is no guarantee of a spot in the class from week to week - additional participants will be added on a first come - first serve basis.

Training classes that reach full enrollment at orientation shall be marked as such on the sign-up board. Additional people can be added to the class only if someone that signed up at orientation drops the class. No one may join an obedience, rally or agility training class after the second week unless they receive permission from the class instructor and then only if the dog and trainer are able to perform up to the current level of the class. Class size shall be limited to the following numbers: Novice Agility - 6 dogs, Beginning Sequencing - 8 dogs, Introduction to Agility - 10 dogs, Conformation Classes - 12 dogs, Pet Obedience - 12 dogs in the small building or 18 in the large building as long as there is a ratio of 1 instructor to each 6 dogs.

Dropping a Class

If someone registers for a training class and finds within the first two weeks that they are going to be unable to attend the training class they should contact the class instructor or Head Trainer. After stating their reason for not being able to continue the class they will receive one-half reimbursement for the class fee. No refund will be made for individual classes missed by a member of a training class for any reason.

Class Rules

A dog may have only one handler throughout the course of a class session. Especially during the beginning stages of training consistency is necessary to allow a dog to learn and this is best achieved through one handler.

Bitches in season MAY NOT attend an obedience, rally or agility class. It is not fair to the rest of the dogs and handlers in the class when an animal's attention is uncontrollably focused on anything other than the person trying to train the dog. However, the owner of the bitch in season should attend the class their bitch misses as they should observe the techniques and/or lesson taught that evening and work on those items during the period the bitch is unable to attend classes.

Bitches that are in season - BUT NOT DRIPPING - may attend conformation classes as bitches are shown in season in the conformation ring.

All handlers must clean up after their own animal. This holds true for "deposits" both inside and outside the building. Any handler that repeatedly neglects to clean up after their dog outside will be asked not to return to the class.

Handlers must have their dogs under control at all times. If a dog continually disrupts a class it may be asked to leave the class. Any dog that appears as if it may nip at another dog or person may, at the discretion of the class instructor, be asked to muzzle the dog during the time it is in the building. If the instructor feels any dog may attack another dog or person, the dog will be removed from the class. Due to the risk of a law suit it is extremely important any dangerous dog be removed from a class when the handler proves they are either unable or unwilling to control their dog. If a class instructor would like a second opinion prior to removing a dog from their class they should request either another trainer or the Head Trainer observe their class. If the instructor encounters any difficulty removing a handler and dog from their class they may obtain help from the Head Trainer or/and the Board of Directors. A possible pro-rated refund may be reviewed by the Board for handlers and dogs removed from a class.

Kennel Points

OKC Kennel Points is a system designed to provide incentives for members to participate in the activities of the club, thereby helping the club to achieve its objectives and goals as a community service organization. Kennel Points are used to keep track of participation of members in club events. Points are issued to members for every job done. It is the member's responsibility to "sign in" for each event and thereby receive the proper points or to record hours worked with the Kennel Points committee. Points earned may be redeemed for training and other items as approved by the Board and general membership from time to time. Points are non-transferable except to immediate family members in good standing when the family holds a household membership. A complete breakdown of points for each activity is posted on the OKC website.

Building Use: Members who have earned 100 points the previous year by working at any of the following events: Obedience Trials (January, May, July, October, December), Agility Trials (January, April, October, November), All Breed Shows (May), Fun Match (Spring), Run Thrus or teaching a training class, may use the building for training purposes of dogs owned by them or owned by members of their immediate family or household or Occupaws Dogs being trained by members outside of normal scheduled training sessions. These Kennel Points are not deducted, just tracked.

Building Key: Active members are defined as members in good standing who have earned a total of 200 points the previous year from working at a combination of at least two the following events: Obedience Trials (January, May, July, October, December), Agility Trials (January, April, October, November), All Breed Shows (May), Fun Match (Spring), Obedience/Rally or Agility Run Thrus or teaching a training class. These points are not deducted, just tracked. In order to have a key to the OKC Building, the Kennel Points books will have to be reviewed for the number of hours worked by the Key Chair. The Kennel Points year runs from June 1 to May 31.

When a member "pays" for a class with OKC Kennel Points, they may train their own dogs, or the dog of an immediate family member (such as a parent, spouse or child) or a dog that permanently resides in the member's household. If a member brings a dog that doesn't fall in that category the full class fee must be paid for the class. If possible the owner of the dog also should come to the class to observe obedience classes so they know what their dog is learning and may work with it at home. Also an OKC member should not accept payment when taking someone else's dog through a training session.

Both paying public and OKC members expect consistency in rules and treatment. In fairness to all members of the club and the general public any exceptions or changes to these rules MUST be cleared by the Board of Directors.

Any violations to these guidelines will be viewed by the Board of Directors. Blatant disregard for these guidelines will result in a written warning for the first violation. A second violation to these guidelines will result in disciplinary action taken by the Board of Directors.

POLICY FOR USE OF OKC BUILDING

The use of the Oshkosh Kennel club building is a privilege extended to members of the club who are in good standing. Only OKC members may use the facility, without the written approval of the board.

Members who have the appropriate number of earned kennel points (see Kennel Point Policy) may use the building for training purposes of dogs owned by them or owned by members of their immediate family or household or Occupypaws Dogs being trained by members outside of normal scheduled training sessions.

Members who use the building must sign in and insure that all lights are turned off, heat is turned all the way down, bathroom doors are left open, equipment is returned to its proper location and all doors (front, back, side) are locked after use of the building.

No member may bring any person into the building for training purposes for which they will receive compensation.

The building may not be used from the time it has been cleaned for a trial or other event until after that event. Please check the club calendar on the web site and the newsletter for dates of events scheduled at the building.

The building must be vacated 30 minutes prior to a scheduled class time.

Members are expected to show common courtesy in sharing the building.

Any questions regarding this policy and use of the building must be presented to the board in writing for their determination. Any member who fails to comply with the above rules will be sent a letter of warning from the board for the first offense. A second offense will constitute loss of privileges for six months.

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NON MEMBER BUILDING USE POLICY

Oshkosh Kennel Club members who are eligible to use the building may bring a non-member friend to the building to train. The cost of this will be \$20.00 per hour per friend invited with a minimum of one hour.

- Member must have their guest sign a waiver
- Member must collect the fee and place it with the waiver in the appropriate place for the treasurer
- Equipment will be returned to its original place
- Turn Heat/Air all of the way down
- Member must remain on premises during rented time
- Member must sign in with guest name and lock door behind them self while in the building
- Building use policy must be adhered to
- Members are expected to use common courtesy to others when bringing a guest

Failure to abide by the policy may result in loss of building use for six months after Board review. Liability Waiver forms are in the top drawer of the filing cabinet in the office.

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KEY POLICY

Members of the Oshkosh Kennel Club can apply for a building key if they meet all the following requirements.

- The member must have been an active member of the Oshkosh Kennel Club for a minimum of two years.
- Member must have the appropriate number of kennel points on the books (see Kennel Point Policy)
- Members must be training their dogs with the intent of pursuing a title for their dog or dogs.
- Member must be in good standing.

Members must agree to adhere to the rules for the use of the building.

No member may non members into the building for individual training purpose without the written approval of the Board.

Building keys will also be made available to Officers of the Club, Board Members, Trainers and Committee Chairs on an individual, as needed, basis.

Applications for keys must be made to the Key Chair and approved through the Board of Directors. Verification of fulfillment of requirements will be made before a key is issued and will be updated annually.

Rev. 11/14

CONSTITUTION

Article I Name and Objectives

Section 1 The name of the Club shall be the Oshkosh Kennel Club.

Section 2 The objectives of the Club shall be:

- a. To further the advancement of all breeds of purebred dogs.
- b. To do all in its power to protect and advance the interests of dog shows, obedience trials, tracking tests, agility trials, rally trials and to encourage sportsmanlike competition at such events.
- c. To conduct sanctioned matches, dog shows, obedience trials, rally trials, tracking tests, agility trials and any other event 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 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 By-Laws as may be required to carry out these objectives.

BY-LAWS

Article I Membership

Section 1 **Eligibility.** There shall be Five (5) types of membership open to persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club, as outlined in Article I, Section 2.

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

Household — Two (2) or more adult members residing in the same household, each eligible to vote and hold office.

Associate — Entitled to all club 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 club's area but are not active).

Junior — Open to children under 18 years of age; a non-voting/non office holding membership which may automatically convert to regular membership at age 18. Signature of parent or guardian will be required annually on membership application.

Life — For those individuals who have been members for a (25) twenty-five years. Life members are eligible to vote and hold office.

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.

Section 2 **Dues.** Members will be provided with written notice during the month of May by the Membership Chair that their membership will lapse if their dues are not paid on or before the July membership meeting. Membership dues shall not exceed \$50.00 per year per person, payable on or before the first day of July of each year to the Membership Chair. No member may vote whose dues are not paid for the current year.

a. Membership dues shall be calculated as follows:

1. Regular (Individual): Dues shall be established at the annual meeting for the next year.
2. Household: Dues shall be at the rate for a Regular (Individual) for the first member and 25% of Regular (Individual) dues for each additional person.

3. Associate: Dues shall be 100% of Regular (Individual) dues.
 4. Junior: Dues shall not exceed \$10.00 per person per year either as individual dues for a stand alone member or as an additional person in a household membership.
 5. Life: Dues are waived.
- b. The amount of membership dues may be altered according to the needs of the Club at the annual meeting in June. The Board of Directors will recommend, and present to the membership, the amount of dues for the ensuing year.
 - c. This proposed change may be made only by a 2/3 vote of the members in attendance, and such proposal must be included in the notice of the annual meeting.

Section 3 Election to Membership. Each applicant for membership shall apply in a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Oshkosh Kennel Club's Constitution and By-Laws and the rules of the American Kennel Club. The application shall state the name and address of the applicant and it shall carry the endorsement of two (2) Club members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. All applications are to be filed with the membership chairperson and each application is to be read at the first meeting of the Club after its receipt. At the following Club meeting, the application shall be voted upon, and the affirmative votes of 3/4 of the members present and voting by secret ballot at that meeting shall be required to elect the applicant. The Membership Chairperson will inform applicants whether the mandated affirmative majority vote was received. Applicants for membership who have been rejected by the club may not re-apply within six months after such rejection.

Section 4 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 Corresponding 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. *Lapsed dues.* A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the July membership meeting 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.
- c. *Expulsion.* A membership may be terminated by expulsion as provided in Article VI of these By-Laws.

Article II Meetings

Section 1 Club Meeting. Meetings of the Club shall be in the greater Oshkosh, Wisconsin area, on the second Wednesday, each month of the year, at such hour and place as may be designated by the Board of Directors. Written notice of each meeting shall be mailed at least ten (10) days prior to the date of the meeting by the Corresponding Secretary. The quorum for such meetings shall be twenty (20) percent of the membership 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, or by the Corresponding 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 greater Oshkosh, Wisconsin area, and at such hour and place as may be designated by the person, or persons, authorized herein to call such meetings.

Written notice of such meeting shall be mailed at least five (5) days, and not more than fifteen (15) days prior to the date of the meeting by the Corresponding Secretary. Said notice shall state the purpose of the meeting, and no other business shall be transacted thereat. Any items voted on at said special meeting shall be decided by 2/3 vote of the members in attendance. Any proposal must be included in the notice of the special club meeting.

Section 3 **Board Meetings.** Meetings of the Board of Directors shall be held in the greater Oshkosh, Wisconsin area, on the second Wednesday, prior to the regular meeting of the Club, at such hour and place as may be designated by the Board. Written notice of each meeting shall be mailed five (5) days prior to the date of the meeting by the Corresponding Secretary. The quorum for such a meeting shall be a majority of the board. Meetings are open to the general membership.

Section 4 **Special Board Meeting.** Special meetings of the Board may be called by the President or by the Corresponding Secretary upon receipt of a written request by at least three (3) members of the Board. Such special meetings shall be held in the greater Oshkosh, Wisconsin area, and at such hour and place as may be designated by the person authorized herein to call such meetings. Written notice of such meeting shall be mailed at least five (5) days, and not more than ten (10) days, prior to the date of the meeting by the Corresponding Secretary, and no other business shall be transacted thereat. 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 shall be entitled to one vote at any meeting of the Club at which the member is present. Proxy voting will not be permitted at any Club meeting or election. Any voting at any meeting shall be decided by 2/3 vote of the members in attendance at such meeting provided these items were included in the membership meeting notice for the meeting and the prior months meeting notice.

Article III Directors and Officers

Section 1 **Board of Directors.** The Board of Directors shall be comprised of the Officers and four (4) at large persons all of whom shall be members in good standing elected by the membership. The term of office for the Officers shall be one year. The term of office for the four (4) at large persons shall be two years with staggered terms.

Section 2 **Officers.** The Club's Officers, consisting of the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings. Officers shall carry out all duties as are prescribed by these By-Laws.

- 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 President.
- b. The *Vice-President* shall have the powers of and exercise the duties of the President in case of the President's death, absence or incapacity. He/she shall act as Program Chairperson in addition to the above duties.
- c. The *Recording 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.
- d. The *Corresponding Secretary* shall have charge of the correspondence, notify members of special meetings, insure for notification of new officers and directors, keep a current membership list, and keep a record of meeting attendance.
- e. The *Treasurer* shall collect and receive all monies due or belonging to the Club. Monies shall be deposited in a bank satisfactory to the Board, in the name of the Club. The books shall at all times be open to the inspection of the Board and a report shall be given at every meeting on the condition of the Club's finances. At the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. An audit of the books must be made thirty (30) days after the annual meeting.

Section 3 **Vacancies.** Any vacancies occurring on the Board or among the Offices during the year shall be filled for the unexpired term of office by a majority vote of all the then 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 IV The Club Year / Annual Meeting / Elections

Section 1 **Club Year.** The Club's fiscal year shall begin on the first day of June and end on the 31st day of May. The Club's official year shall begin immediately at the conclusion of the election of officers at the annual meeting and shall continue through the election at the next annual meeting.

Section 2 **Annual Meeting.** The annual meeting shall be held in the month of June, at which Directors and Officers for the ensuing year shall be elected by secret, written 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 in office all properties and records relating to that office within thirty (30) days after the election.

Section 3 **Election.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

Section 4. **Nominations.** No person may be a candidate in a Club election who has not been nominated.

- a. During the month of February, the Board of Directors shall select the Nominating Committee consisting of three (3) members, and two (2) alternates not more than one of whom may be a member of the Board. The Corresponding Secretary shall immediately notify the committeepersons and alternates of their election.
- b. The Board of Directors shall name a chairperson for the committee, and it shall be his/her duty to call a committee meeting which shall be held by March 1st each year.
- c. The committee shall nominate only one (1) candidate for each office. The Committee shall immediately report their nominations to the Corresponding Secretary in writing.
- d. The Corresponding Secretary shall, at least two (2) weeks before that May meeting notify each member in writing of the candidates so nominated.
- e. Additional nominations may be made at the May meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. No person may be a candidate for more than one position.
- f. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

Article V Committees

Section 1 **Committee Appointment.** The Board may each year appoint standing committees to advance the work of the Club in such matters as dog shows, obedience trials, 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 it on particular projects.

Section 2 **Committee Termination.** 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 for the remainder of the term to those persons whose services have been terminated.

Article VI Discipline

- Section 1 **American Kennel Club Suspensions.** Any member who is suspended from all the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.
- Section 2 **Charges.** Any member may prefer charges against a member of alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding 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 interest 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 of a hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges 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/her 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 testimony presented by the complainant first and defendant second, the Board may by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six (6) months from the date of the hearing. If the Board 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 Recording Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the Board decision and penalty, if any.
- Section 4 **Expulsion.** Expulsion of a member from the Club may be accomplished only at a membership meeting 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/her own behalf, though no evidence shall be taken at this meeting. 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 wishes. The membership shall then vote by secret, written ballot on the proposed expulsion. A two-thirds (2/3) vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, then the Board's suspension shall stand.

Article VII Amendments

- Section 1 Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary signed by twenty (20) percent of the membership. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with commendations of the Board by the Recording Secretary for a vote within three (3) months of the date when the petition was received by the Corresponding Secretary.
- Section 2 The Constitution and By-Laws may be amended by a 2/3 secret vote of the members present 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.

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 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 IX Order of Business

Section 1 At meetings of the Club, the order of business shall be as follows:

Attendance

Minutes of the last meeting

Minutes of the last Board meeting

Report of the President

Report of the Corresponding Secretary

Report of the Treasurer

Report of the Committees

Election of Officers and Board (at annual meeting)

Election of New Members

Unfinished business

New business

Adjournment

Section 2 At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Minutes of last meeting

Report of Corresponding Secretary

Report of Treasurer

Unfinished business

New business

Adjournment

Article X Parliamentary Authority

Section 1 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 unless this is in conflict with the requirements of these Bylaws, in which case the Bylaws shall take precedence.

Rev. 1/11

GLOSSARY

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

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

