

**CONSTITUTION
and
BYLAWS
of the
DOG OWNERS' TRAINING CLUB OF
MARYLAND, INC.
8 February 2019**



REVISION HISTORY			
DATE	VERSION	AUTHOR	COMMENTS
1939	Original		Adopted
1959	V1		Revised, Amended and Adopted October 6, 1959
21 Aug 2018	V2	Phillips	Submitted to AKC for review
15 Nov 2018	V2	Phillips	AKC review and comments received
11 Dec 2018	V2	Phillips	Submitted to DOTC BOD for acceptance
16 Jan 2019	V3	Phillips	Accepted by DOTC General Membership
8 February 2019	V3 – Final	Phillips	Ratified by AKC Board of Directors

CONSTITUTION

ARTICLE I: NAME & OBJECTS

SECTION 1: The **name** of the Club shall be: *The Dog Owners' Training Club of Maryland, Inc.*

SECTION 2: As a Member Club of the American Kennel Club (AKC), the Dog Owners' Training Club of Maryland, Inc., (DOTC) will support and adhere to the Constitution and Bylaws of the parent Club. The **objects** of the Club shall be to:

(a) promote the training of all dogs, including:

- All Purebred
- All-American (Canine Partners)
- Purebred Alternative Listing (PAL)
- Open Registration
- Limited Registrations
- Conditional Registration
- Foreign Dog Registration (Special Registry Services)

(b) disseminate knowledge regarding all elements of AKC disciplines, advocate for all dogs as family companions:

- advance canine health and well-being
- work to protect the rights of all dog owners and encourage responsible dog ownership.
- disseminate information regarding breeds, health, and training information for dogs

(c) conduct classes for the training of dogs and their handlers, such as but not be limited to:

- Conformation Classes
- Obedience Classes:
 - AKC S.T.A.R. puppy
 - Basic
 - Advanced Basic
 - Beginner Novice
 - Novice (Companion Dog - CD)
 - Open (Companion Dog Excellent - CDX)
- Rally Classes:
 - Novice
 - Intermediate

- Advanced
- Excellent
- Master

- Trick Dog Classes

- (d) encourage the training of judges and stewards;
- (e) to hold and support obedience matches and trials, tracking matches and tests, agility matches and trials, and any other event for which the club is eligible under the Rules and Regulations of The American Kennel Club.
- (f) Promote cooperation and good sportsmanship among its member in the training and exhibition of dogs.

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 Bylaws as may be required to carry out these objects.

BYLAWS

ARTICLE I Membership

SECTION 1. Eligibility. Membership in the Dog Owners' Training Club of Maryland, Inc. (DOTC) is open to all persons 18 years of age* (see 1.a. Junior) and older who are in good standing with the AKC and who subscribe to the objects of the DOTC. A member in good standing is defined as an individual who is not suspended by The American Kennel Club or their Club and whose dues are current. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders, handlers and exhibitors in its immediate area.

Membership includes all privileges of the DOTC for the individual - one dog and one training class during each eight-week training session. Additional dogs and/or classes will incur additional charges.

- Membership in the DOTC shall include all benefits, resources and responsibilities as described in the DOTC Constitution (Section 2: Objects).
- There shall be six categories of Membership:
 - Regular (Individual)
 - Associate
 - Junior
 - Honorary
 - Life
 - Outreach/Training Participant

Regular (Individual) - Enjoys all Club privileges including the right to vote and hold office. Regular members may lose voting privileges under the following conditions: the unexcused absence of a voting member from three (3) consecutive meetings or failure to volunteer and work at one annual Club event, unless excused by the Board of Directors (BOD), shall operate to affect the change of that membership from voting to non-voting status. All written requests for excusal will be considered by the Club's BOD. Any member who is suspended from any of the privileges of The American Kennel Club automatically shall be suspended from the privileges of this Club for a like period. The difference in dues will be forfeited.

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). Associate members will receive DOTC information and communications.

Junior - Open to children under 18 years of age with approval of parent or guardian holding an individual membership. Junior members are a non-voting/non-office holding membership which may automatically convert to regular membership at age 18. Junior members may participate on committees and volunteer at events.

Honorary - May be conferred upon an individual by the DOTC BOD on those who have made significant contributions to the AKC, the DOTC, or Canine Sports at a local or national level. Honorary members pay no dues and are ineligible to vote or hold office but can maintain regular membership if they pay dues.

Life - For those who have been members for a long period of time (commonly 20+ years). Individual members may request consideration for Life status or be nominated by a Board member through a request to and approval by the BOD. Life members are eligible to vote and hold office.

Outreach/Training Participant – For those individuals new to the DOTC or the Sport of Dogs, at least 18 years of age, who are interested in further advancing their knowledge of dogs, the AKC and the Sport of Dogs. Those participating in training classes who are not members of the Club may be considered for membership to the DOTC upon completion of a training class and/or nomination by a DOTC instructor(s). Names of the nominees will be recommended to the BOD and once approved, will be forwarded to the membership for voting. Outreach/Training Participants are ineligible to vote or hold office. Participants are encouraged to enjoy all other Club activities.

SECTION 2. Dues. The BOD will review the dues structure yearly in the month of July and make changes if required. During the month of July, the Treasurer shall send to each member a statement of dues for the ensuing year.

- Regular membership dues shall not exceed \$300.00 per year, payable on or before the 1st day of September of each year. No member may vote whose dues are not paid for the current year. During the month of July, the Treasurer shall send to each member a statement of dues for the ensuing year.
- Associate members pay no dues.
- Junior members pay no dues per se but require membership of an adult in their household. Dues shall not exceed \$300.00 per year, payable on or before the 1st day of September of each year.
- Life membership dues shall not exceed \$100.00 per year, payable on or before the 1st day of September of each year. No member may vote whose dues are not paid for the current year. During the month of July, the Treasurer shall send to each member a statement of dues for the ensuing year.

SECTION 3. Election to Membership. Each applicant for Regular membership shall apply on a form as approved by the BOD and which shall provide that the applicant agrees to abide by the constitution and bylaws and the rules 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 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 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 2/3 of the members present and voting by secret ballot at that meeting shall be required to elect the applicant. Applicants for membership who have been rejected by the club may not reapply within six months after such rejection.

SECTION 4. Termination of membership. Memberships may be terminated:

- a) by 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. No dues paid to the Club will be refunded.
- b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year; however, the BOD 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) by expulsion. A membership may be terminated by expulsion as provided in Article VII of these Bylaws.

ARTICLE II
Meetings and Voting

SECTION 1. Club Meetings. Meetings of the membership shall be held in the greater Baltimore, MD area monthly from September through June of the following year at such hour and place as may be designated by the BOD. The Annual Meeting shall be held in May. Written notice of each such meeting shall be mailed or emailed to each member at least ten days in advance. The quorum for such meetings shall be 20 percent of the members in good standing. Each eligible voting member shall be entitled to one vote. Membership meetings shall be open to all members of the Club.

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 members of the club who are in good standing. Such special meetings shall be held in the greater Baltimore, MD area at such a place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of each special meeting shall be mailed or emailed by the Secretary to each member at least five days and not more than 15 days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other business shall be transacted thereat. The quorum for such meetings shall be 20 percent of the members in good standing. Each eligible voting member shall be entitled to one vote. Special Club meetings shall be open to all members of the Club.

SECTION 3. Board of Directors Meetings. Meetings of the Board of Directors shall be held in the greater Baltimore, MD area and shall be held each month on a week to be determined by the President or via telephone conference or via video conference at such hour as may be designated by the BOD. Written notice of each meeting shall be mailed or emailed by the Secretary at least five days prior to the date of the meeting except for Special Meetings. The quorum for such meeting shall be a majority of the Board. BOD meetings shall be open to all members of the Club.

SECTION 4. Special Board Meetings. Special meetings of the Board may be called by the President; and shall be called by the Secretary upon written request signed by at least three (3) members of the BOD. Such meetings shall be held in the greater Baltimore, MD area and shall be held at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such meeting shall be sent by the Secretary at least five days and not more than ten 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. The quorum for such a meeting shall be a majority of the Board. Special Board meetings shall be open to all members of the Club.

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 he is present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III Directors and Officers

SECTION 1. Board of Directors (BOD). The BOD shall be comprised of the five Officers and six additional regular members to include:

- Four Members-at-Large
 - Marketing Coordinator
 - Hospitality Coordinator
 - Communications Coordinator
 - Fund Raising Coordinator
- Training Director
- Registrar

All BOD members are required to be in good standing and maintain an active role/participation in the DOTC events. As provided in Article V BOD members shall be elected for one-year terms at the Club's annual meeting and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the BOD whose members may be required to lead various committees as deemed necessary to conduct Club affairs and address dynamic ad hoc requirements.

SECTION 2. Officers. There are five offices:

- President
- Vice-President
- Secretary
- Treasurer
- AKC Delegate

The Club's officers, consisting of the President, Vice President, Secretary, Treasurer, and AKC Delegate shall serve in their respective capacities both regarding the Club and its meetings and the BOD and its meetings.

The President shall preside at all meetings of the Club and of the BOD; with the concurrence of the BOD shall establish committees as deemed appropriate and as necessity dictates and assign a chairman if necessary; be cognizant of the attitude and affairs of the DOTC; provide supervisory direction and guidance as required to maintain Club health and ensure compliance with both the AKC and DOTC Constitution and Bylaws; ensure that AKC website and documentation is reviewed to confirm that DOTC information is valid and updated as required; ensure that the DOTC Constitution and Bylaws be reviewed and updated, and if necessary, forwarded to the AKC; and conduct duties and powers normally associated with the office of President in addition to those particularly specified in these Bylaws. The President does not vote unless required to break a tie. This position is an elected position.

The Vice President shall assume the duties and exercise the powers of the President in case of the President's death, resignation, absence or incapacity; assist the President when required/requested; and may be called upon to preside over committees. The Vice President shall perform such other duties as may be delegated by the President. This is a voting position and is entitled to one vote. This position is an elected position.

The Secretary shall keep a record of all meetings of the Club and of the BOD and of all matters of which a record shall be ordered by the Club; keep a roll of the members of the club with their addresses, which shall be sent to any member in good standing upon written request, not more than once every club year; manage the dissemination of DOTC information and notifications with the Communications Coordinator; notify officers and directors of their election to office; maintain custody, maintenance and management of all files and documents of the DOTC; and ensure documentation required by the AKC is provided in a timely fashion. The Secretary shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

The Treasurer shall collect and receive all monies due or belonging to the Club; deposit all monies in a bank designated by the BOD, in the name of DOTC; make available the books at any time for inspection by the BOD; present a financial statement (hardcopy) at every BOD or general membership meeting containing the status and condition of the Club's finances to include all receipts or payments not previously reported; provide accounting of all monies received and expended during the previous fiscal year at the Annual (end of year) Meeting; ensure that annual IRS forms are filed in a timely fashion; oversee the Budget Committee in establishing an annual budget; identify shortfalls in the budget and immediately notify BOD; identify and recommend potential solutions; and be bonded in such amount as the BOD shall determine. The Treasurer shall perform such other duties as may be

delegated. This is a voting position and is entitled to one vote. This position is an elected position.

AKC® Delegate shall act as the liaison between the DOTC and the AKC; represent the best interests of the DOTC at meetings of the AKC and provide DOTC members with AKC decisions/issues/actions which may affect DOTC membership. The AKC Delegate shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

Training Director shall be responsible for the identification and scheduling of classes as required to be compliant with these Bylaws and the Objects of the Constitution; establish, develop and maintain training materials; develop course criteria, objectives and testing; identify and recruit qualified instructors; and conduct evaluation of students to determine appropriate class placement in coordination with obedience and rally instructors. The Training Director shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

The Registrar shall, in coordination with the Training Director, notify new members of their election to membership; act as a liaison between students and potential students to ensure that the DOTC provides them with courses that meet their needs; work with instructors and Training Director to identify new courses as well as revising existing courses; be the phone/email contact for new/potential members; coordinate with the Hospitality Chairman to ensure that new members are assigned to their mentors; and keep a roll of the members of the Club with their contact information and membership status, a written list of which shall be provided to the Secretary, Treasurer and AKC Delegate (or other BOD member by request) and may be provided to any member in good standing upon written request but not more than once every Club year. The Registrar shall perform other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

Four Members-at-Large may be requested to take on the below positions and shall perform such other duties as may be delegated. The Members-at-Large are voting positions and entitled to one vote each. These positions are elected positions.

Marketing Coordinator shall promote the DOTC and all its activities; introduce the DOTC to the community, local and state administrations; identify and approach potential corporate sponsors; work with the BOD to define and refine marketing requirements; work with the Treasurer to develop both a long-term and short-term budget; and establish DOTC growth milestones. The Marketing Coordinator shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

Hospitality Coordinator shall act as the initial point of “Welcome” to the DOTC; introduce new members - or potential members – to BOD members and instructors; explain the Objects and structure of DOTC; be assigned to new members as a mentor and coach; organize special events; plans Halloween, Christmas and end-of-years parties; identify a cadre of mentors to serve the DOTC; and send card/letters to members recognizing significant events in that member’s life. The Hospitality Coordinator shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

Communications Coordinator shall be responsible for all DOTC communication and maintain all communication avenues available to the DOTC to include, but not limited to: email, text broadcast, DOTC website; Facebook (FB) and other social media; maintain and update the DOTC's website and FB page; and publish a monthly newsletter. The Communications Coordinator shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

Fund Raising Coordinator shall spearhead fund raising activities; devise various plans to raise funds; and work with the Hospitality Chairman to plan events to include raffles, auctions and sales of DOTC merchandise. The Fund-Raising Coordinator shall perform such other duties as may be delegated. This is a voting position and is entitled to one vote. This position is an elected position.

SECTION 3. Vacancies. In the event of a vacancy in any office, it shall be filled until the next annual election by a majority vote of the members of the BOD at its first regular meeting following the creation of such vacancy or at a special Board meeting called for that purpose. The membership shall be notified of any vacancy and of proposed election in the call for meeting. The election may take place at any regular meeting or special meeting duly called except that a vacancy in the office of the President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the BOD.

ARTICLE IV

The Club Year, Annual Meeting, Elections

SECTION 1. Club Year. The fiscal year of the Club shall be from 1 September through 31 August. The Club's official year shall begin immediately after the election at the annual meeting and shall continue through the election at the next annual meeting.

SECTION 2. Annual Meeting. The Annual Meeting shall be in the month of May. At this meeting, Officers, Directors and the Delegate to The American Kennel Club shall be elected 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 the successor in office all properties and records relating to that office within 30 days after the election.

SECTION 3. Elections. Elections shall be by secret written ballot and the votes shall be counted by a Ballot Committee appointed by the President to conduct the elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. In the absence of any opposing candidates, the entire slate may be adopted by acclamation. Proxy voting will not be permitted at any club meeting or election.

SECTION 4. Nominations. No person may be a candidate in a Club election who has not been nominated. During the month of February, the BOD 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 committeemen and alternates of their selection. The BOD shall name a chairman for the committee and it shall be such person's duty to call a committee meeting on or before March 1st. The Nominating Committee shall nominate one or more candidates for each office. After securing the consent of the nominated individuals, the Committee shall immediately report their nominations to the BOD in writing.

- a) The committee shall nominate one candidate for each office (and for Delegate, who may but need not be an officer or director of the club) and positions on the BOD and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
- b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the April meeting, notify each member in writing of the candidates so nominated.
- c) Additional nominations may be made at the April 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, 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 (except for the position of Delegate).
- d) Nominations cannot be made at the Annual Meeting or in any manner other than as provided in this Section.

ARTICLE V

Committees

SECTION 1. Each year the Board may 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 BOD. Juniors members may be appointed as a Junior representative on a committee. Special committees shall also be appointed annually by the Board to aid it on particular projects.

SECTION 2. Any committee appointment may be terminated by a majority vote of the full membership of the BOD upon written 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 Suspension. Any member who is suspended from all privileges of The American Kennel Club automatically shall be suspended from the privileges of this club for the like period.

SECTION 2. 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 \$100.00 which shall be forfeited if such charges are not sustained by the BOD following a hearing. 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 BOD 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 BOD 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 BOD entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board not less than three weeks nor 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 he 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 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. 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 that 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 5. 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 3 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 BOD'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 finding and recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes. 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 BOD's suspension shall stand.

ARTICLE VII Amendments

SECTION 1. Amendments to the Constitution and Bylaws may be proposed by the BOD 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 BOD 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.

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

SECTION 3. No amendment to the Constitution and Bylaws 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. 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 BOD.

ARTICLE IX Order of Business

SECTION 1. 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.

- Roll Call
- Reading and Acceptance of the Minutes of the previous membership Meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Election of Officers and Board (at Annual Meeting)
- Election of new Members

- Unfinished business
- New business
- Adjournment

SECTION 2. Order of Business at Board of Directors Meetings. At all meetings of the Board, the order of business, unless otherwise directed by the majority vote of those present, shall be as follows:

- Reading and Acceptance of Minutes of the previous Meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- 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 and in which they are not inconsistent with these Bylaws and any other special rules of order the Club may adopt.

