

# **SUNSHINE STATE RHODESIAN RIDGEBACK CLUB**

## **BYLAWS**

### **Article I - Membership**

#### **Section 1 – Eligibility**

- a) Regular membership is open to all persons eighteen (18) years of age and older who are in good standing with the American Kennel Club, and who subscribe to the objectives and Code of Ethics of the Sunshine State Rhodesian Ridgeback Club (SSRRC).
- b) Junior memberships shall be available to persons between the ages of ten (10) and seventeen (17) years of age who are in good standing with the American Kennel Club and who subscribe to the objectives and Code of Ethics of SSRRC. Junior members will not be required to pay dues and will have no right to vote or hold office in the Club. A junior member shall not be required to have a parent who is a Club member. However, a junior member must have written parental permission to join SSRRC, which includes parental acceptance of responsibility for the minor child's actions. Upon reaching his/her eighteenth birthday, a junior member may apply for regular membership.
- c) Membership in SSRRC is not restricted to Florida residents, but the Club's primary purpose is to be representative of owners, breeders, and exhibitors within the State of Florida.

#### **Section 2 – Dues**

- a) The Board of Directors of SSRRC shall determine the amount of dues annually and shall post the dues amount for the following year on the Club website by November 1<sup>st</sup> each year. A membership renewal form which includes a statement of dues for the ensuing year will be sent to each member during the month of December. The membership renewal form will also include a statement reaffirming the member's agreement to comply with the Constitution, Code of Ethics, and Bylaws of the Club, and to abide by the rules of the American Kennel Club. A signed membership renewal form and membership dues must be received by the treasurer of SSRRC on or before the 31<sup>st</sup> day of January. Any member whose membership renewal form and dues have not been received by the Club treasurer by January 31<sup>st</sup> shall have allowed membership to lapse and the individual will need to reapply for membership.
- b) The Board of Directors may designate Individual and Family memberships for dues purposes. Two regular members who are eighteen (18) years of age or older and reside in the same household may elect a Family membership, instead of two Individual memberships. A Family membership includes two votes.

### **Section 3 – Application for Membership**

- a) An applicant for membership in SSRRC must be sponsored by two SSRRC members in good standing who are from separate and unrelated households. Each applicant for membership shall submit the completed and signed application provided by SSRRC, which includes a statement that the applicant agrees to comply with the Code of Ethics, Constitution, and Bylaws of the Club, and to abide by the rules of the American Kennel Club. The applicant must submit the completed application within 30 days of obtaining sponsors' signatures.
- b) All membership applications and annual dues shall be submitted to the Treasurer of SSRRC. The Treasurer shall submit all applicants' names to the club webmaster for posting on the club website for 30 days prior to acceptance of the application. Any member who objects to acceptance of the applicant for membership must submit written objections with supportive documentation to the Treasurer during the 30 days the applicant's name is posted on the website. If no written objections have been submitted to the Treasurer during the 30-day period that the applicant's name is posted, the applicant shall be accepted for membership. Any written objections to an applicant for membership shall be reviewed by the Board of Directors and, if determined to be of merit, the applicant and objections shall be presented for discussion and decision at the next member meeting. Written notice shall be sent to the applicant and objector at least two weeks prior to the meeting in order to allow each the opportunity to be present at the meeting and to participate in the discussion. After discussion, the applicant's acceptance for membership will be determined by a 2/3 majority of those members present, obtained by secret ballot.
- c) Once the applicant has been accepted for membership in SSRRC, the Treasurer shall forward the completed application to the Secretary of SSRRC for documentation of member information and retention of the application. The Secretary shall maintain a roster of all active members.
- d) In the event that an applicant is not accepted for membership in SSRRC, the Treasurer shall refund any dues received from the applicant.

### **Section 4 – Termination of Membership**

- a) Resignation – Any member in good standing may resign from the Club upon written notice to the Secretary.
- b) Lapse of membership – A membership will be considered lapsed and automatically terminated if member's dues remain unpaid after January 31<sup>st</sup>. However, the Board of Directors may grant an additional 30 days of grace to delinquent members in meritorious cases.
- c) Expulsion – A membership may be terminated by expulsion as provided in Article VI of these Bylaws.

## **Article II – Officers and Directors**

### **Section 1 – Board of Directors**

The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, immediate past President and a minimum of three (3) other persons, all of whom shall be members in good standing. At least one member of the Board of Directors shall be a member whose primary interest is pet and/or rescue activities. No two members from the same family may serve on the Board at the same time. All officers and directors (except the immediate past President) shall be elected for one-year terms as provided in Article IV and shall serve until their successors are elected and take office. General management of the Club's affairs shall be entrusted to the Board of Directors.

### **Section 2 – Officers**

The Officers of SSRRC, 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 of Directors and its meetings. All Officers of SSRRC shall be members in good standing of the Rhodesian Ridgeback Club of the United States (RRCUS).

- a) The President shall preside at all meetings of the Club and of the Board of Directors, and shall have the duties and powers normally appurtenant to the office of President, in addition to those duties and powers specified in these Bylaws.
- b) The Vice President shall have the duties and exercise the powers of the President in the event of the President's absence or incapacity. In addition, the Vice President shall be in charge of meeting programs, which shall include at least two (2) educational meetings per year.
- c) The Secretary shall keep a record of all meetings of the Club and of the Board of Directors and all matters of which a record shall be ordered by the Club. The Secretary shall have charge of all correspondence, notify members of meetings, notify new members of activation of membership, notify Officers and Directors of their election to office, keep a roll of all members of the Club with their contact information, and carry out such other duties as are specified in these Bylaws.
- d) The Treasurer shall collect and receive all moneys due or belonging to the Club and maintain a detailed record of the Club's financial transactions. Moneys shall be deposited in a bank approved by the officers in an account under the name of the Club. A detailed annual report shall be filed with the Board of Directors by February 15<sup>th</sup> for the prior fiscal year. A secondary non-detailed report shall be filed with the Board of Directors by July 15<sup>th</sup> showing the status of the first two quarters of the current year. A report shall also be made to the Board of Directors each month on the condition of the Club's finances, including all receipts and payments transacted during the prior month. The books shall at all times be open to inspection by the Board of Directors. The Treasurer shall have the authority to write checks from the Club's bank account up to the amount of \$500 without a second officer's signature. Checks written for any amount exceeding \$500 will also require the President's signature. The Treasurer shall be bonded for such amount as

the Board of Directors shall determine. The fee for said fidelity bond shall be paid by the Club.

### **Section 3 – Vacancies**

Any vacancies occurring on the Board of Directors during the year shall be filled until the next annual election by a majority vote of all of the existing members of the Board at its first regular meeting following creation of such vacancy, or at a special Board of Directors meeting called for that purpose. If a vacancy occurs in the office of the President, said vacancy shall be automatically filled by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

## **Article III – Meetings and Voting**

### **Section 1 – Regular Club Meetings**

Club meetings for all members shall be held quarterly at different locations throughout the State of Florida at a time and place designated by the Board of Directors. Notice of the meetings will be published on the SSRRC website at least fifteen (15) days before the date of the meeting. The quorum for regular Club meetings shall be 20% of the members in good standing.

### **Section 2 – Special Club Meetings**

Special Club meetings may be called by the President, by a majority vote of the Board of Directors, or by the Secretary upon receipt of a petition signed by five (5) members of the Club who are in good standing. The time and place for the special Club meeting will be designated by the person or persons authorized to call such a meeting. Written notice of the meeting shall be posted on the Club website by the Secretary at least five (5) days and no more than ten (10) days prior to the date of the meeting and said notice shall state the purpose of the meeting. No other Club business may be transacted a special Club meeting. The quorum for special Club meetings shall be 20% of the members in good standing.

### **Section 3 – Board of Directors Meetings**

Meetings of the Board of Directors shall be held each month via cyber space, emails, conference calls or in person at such place and time as may be designated a majority of the Board. Written notice of such meetings shall be mailed/emailed by the Secretary at least five (5) days prior to the date of the meeting. The quorum for a Board of Directors meeting shall be a majority of the Board.

### **Section 4 – Special Board of Directors Meetings**

Special meetings of the Board of Directors may be called by the President or shall be called by the Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings shall be held via cyber space, emails, conference calls, or in person at such place and time as may be designated by the person authorized herein to call such meeting. The Secretary shall send notice of such meeting at least five (5) days and not more than ten (10) 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 at a Special Board of Directors Meeting. The quorum for a Special Board of Directors Meeting shall be a majority of the Board.

## **Article IV – The Club Year, Nominations, and Elections**

### **Section 1 – Club Year**

The Club's fiscal year shall begin on the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> day of December.

### **Section 2 – Nominations**

- a) During the month of August, the board of Directors shall select a nominating committee, consisting of three (3) members. No more than one (1) of the three (3) Nominating Committee members may be a current member of the Board of Directors. The potential committee members will be contacted by phone to obtain their consent to serve on the Nominating Committee. One of the three (3) members of the Nominating Committee will be appointed chairman. It will be the chairman's responsibility to call a committee meeting before September 15<sup>th</sup>.
- b) The committee shall nominate from among the eligible members of the Club one candidate for each office and position on the Board of Directors, shall secure the consent of each person nominated, and shall report the committee's nominations to the Club secretary in writing not later than September 30<sup>th</sup>.
- c) Upon receipt of the Nominating Committee's report, the secretary shall have the candidate's posted on the Club website.
- d) Additional nominations may be made in writing by any Club member in good standing and forwarded to the secretary until five (5) days before ballots are mailed out. These additional nominations must include a written statement from the candidate expressing his/her willingness to serve, if elected.
- e) Nominations will be closed October 15<sup>th</sup> and a ballot with all accepted nominations will be posted on the club website. A numbered written ballot will be mailed to each voting member of the Club by the Club secretary no later than October 20<sup>th</sup>.

### **Section 3 – Elections**

- a) Officers and other members of the Board of Directors shall be elected by written ballot in the month of November during the final regular meeting of the year. Officers and Directors for the ensuing year shall be elected from among those nominated in accordance with Section 2 of this Article.
- b) Completed ballots must be returned to the Club secretary (either by mail or hand-carried by the voting member) no later than the Call to Order of the final regular meeting of the year in the month of November.
- c) All ballots shall be counted by one (1) member of the Board of Directors and two (2) members selected from those non-Board members in attendance at the November meeting, and the results announced immediately. The

nominated candidate receiving the greatest number of votes for each officer position shall be declared elected. The nominated candidates for other positions on the Board of Directors receiving the greatest number of votes for such positions shall be declared elected. In the case of a tie for any position, a re-vote for that position shall be conducted immediately by written ballot of all members present at the November meeting. In the case of a second tie, a candidate's name shall be drawn from a hat to determine the winner. Ballots will be made available for inspection by any member on request after the results are announced.

#### **Section 4 – Transition of Officers and Directors**

Elected Officers and Directors shall take office on January 1<sup>st</sup> of each year. Each retiring Officer shall turn over to his/her successor all properties and records relating to his/her office within 30 days following the election. Retiring Officers shall remain available to assist the newly-elected Officers for a period of thirty (30) days.

## **Article V – Committees**

#### **Section 1**

The Board of Directors may appoint standing committees to advance the work of the Club in such matters as specialty shows, matches, obedience trials, field trials, agility trials, trophies, membership, and other areas which may well be served by committee. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to assist on specific projects.

#### **Section 2**

Any committee appointment may be terminated by a majority vote of the Board of Directors and upon written notice to the appointees. The Board may appoint successors to those persons whose services have been terminated. Absent Board members may vote by proxy within 72 hours of the vote.

## **Article VI – Discipline**

#### **Section 1 – American Kennel Club Suspension**

Any member of SSRRC who is suspended from the privileges of the American Kennel Club shall automatically be suspended from the privileges of this Club for a like period of time.

#### **Section 2 – Charges**

- a) Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the Club or the breed. Specific written charges must be submitted in duplicate to the Secretary, along with a

- deposit of \$50. Said deposit shall be forfeited if the Board, after review of the case, does not find the actions alleged in the charges to be prejudicial to the best interests of the Club; if, after review, the Board does find reason to suspect misconduct, the deposit will be refunded to the member bringing charges.
- b) Within three (3) days of receipt of written charges, the Secretary shall send a copy of the charges to each member of the Board of Directors. Within one week of receipt of charges, the Board shall meet to consider whether the actions alleged in the charges might constitute conduct prejudicial to the best interest of the Club or the breed. If the Board determines that the charges do not substantiate misconduct which would be prejudicial to the best interests of the Club or the breed, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a hearing date not less than three (3) weeks or more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses, if he/she wishes.

### **Section 3 – Board Hearing**

After hearing all of the evidence and testimony presented by the complainant and defendant, the Board of Directors may, by a majority vote of those present, dismiss the charges, reprimand the defendant, suspend the defendant from all privileges of the Club for not more than one (1) year from the date of the hearing, or recommend expulsion to the general membership. Immediately after the Board has reached its decision, its findings shall be put in written form and filed with the secretary. The secretary shall notify each of the parties of the Board's decision.

### **Section 4 - Expulsion**

Expulsion of a member from the Club may be accomplished only at a regular meeting of the Club following a proper hearing and upon recommendation of the Board as provided in Section 6.3 of this Article. The defendant shall be permitted to appear in his/her own behalf although no new evidence shall be taken at this meeting. The President shall read the charges, the findings, and the recommendations - and shall invite the defendant, if present, to speak in his/her own behalf. A vote shall then be taken by secret written ballot on the proposed expulsion. A 2/3 vote of those voting members present and voting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall remain as assigned, but no further action shall be taken. The Club secretary shall, within thirty (30) days, submit a written statement to the defendant reporting the action taken by the Club. A member expelled from the Club may not reapply for membership during the two years following the date of expulsion.

## **Article VII – Amendments**

### **Section 1**

Amendments to the Constitution, Code of Ethics, and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary and signed by 20% 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 membership with the Board's recommendations for a vote within three (3) months of the date the petition was received by the Secretary.

### **Section 2**

The Constitution, Code of Ethics, and Bylaws may be amended by a 2/3 secret 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 made available to each member at least two (2) weeks prior to the date of the meeting.

## **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 the event of the dissolution of the Club other than for purposes of reorganization, whether voluntary or involuntary or by operation of the law, none of the property of the Club or any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club, its property and assets shall be donated to a charitable organization which benefits dogs and which shall be selected by the Board of Directors.

## **Article IX – Order of Business**

### **Section 1**

- a) 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
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Acknowledgement of new members
- Unfinished business
- New business
- Adjournment

- b) All reports shall be submitted in writing to the Secretary at the time of the meeting for inclusion in the written minutes.

**Section 2**

- a) At meetings of the Board of Directors, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Reading of the minutes of the last meeting
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

- b) All reports shall be submitted in writing to the Secretary at the time of the meeting for inclusion in the written minutes.

**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.