

PACIFIC COAST PEKINGESE CLUB CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

Name and Objectives

SECTION 1. The name of the club shall be the Pacific Coast Pekingese Club. (Founded in 1916.)

SECTION 2. The objects of the club shall be:

- a. To encourage and promote quality in the breeding of Pekingese, and to do all possible to bring their natural qualities to perfection.
- b. To urge members and breeders to accept the Standard of the Breed as approved by The American Kennel Club as the only standard of excellence by which Pekingese shall be judged.
- c. To do all in the club's power to protect and advance the interests of the breed by encouraging sportsmanlike competition at dog shows, matches, and obedience trials.
- d. To conduct sanctioned and licensed specialty shows and matches under the rules of The American Kennel Club.

SECTION 3. The club shall not be conducted nor operated for profit. No part of any profit or remainder or residue from the 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 six types of memberships open to all persons who are in good standing with The American Kennel Club, and who subscribe to the objectives of this club and adhere to the club's code of ethics.

Regular (Individual) – Open to any person eighteen (18) years of age or older. Enjoys all club privileges including the right to vote and hold office. The unexcused absence of a regular member from three (3) meetings or failure to volunteer at one annual club event, unless excused, shall operate as the accepted change of that membership from regular to associate. All written requests for excusal will be considered by the club's board of directors. The difference in dues is forfeited.

Household – Open to any two (2) persons eighteen (18) years of age or older residing in the same household, each eligible to vote and hold office. The unexcused absence of an individual member from three (3) meetings or failure to volunteer at one annual club event, unless excused, shall operate as the accepted change of that individual's membership from regular to associate. All written requests for excusal will be considered by the club's board of directors. The difference in dues is forfeited.

Associate – Open to any person eighteen (18) years of age or older. 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.)

Foreign – Open to any person eighteen (18) years of age or older. For those individuals who are not U.S. residents (or its territories and possessions). Shall be entitled to all club privileges except voting and office holding.

Junior – Open to children under eighteen (18) years of age, residing in the household of, or sponsored by any member of the club in good standing; non-voting/non office holding membership which may automatically convert to regular membership at age eighteen (18).

Honorary – An individual who has made significant contributions to the Sport, Breed, or the Club; honorary members pay no dues and are not eligible to vote, but can maintain regular (or household) membership if they pay dues.

While membership is unrestricted as to residence, the club's primary purpose is to be representative of the breeders and exhibitors within the Greater Los Angeles area (including coastal communities in and around the Interstate 5 corridor, north to the Oxnard Area, inclusive of Fillmore, and south to the Oceanside area, inclusive of Carlsbad).

SECTION 2. DUES. Membership dues shall be payable on or before the 1st day of July of each year. Membership dues shall be the amount proposed by the board, after the Annual June meeting, subject to the approval of the membership, by majority vote at the next regular meeting. No dues for any type of membership shall exceed \$60.00. No member may vote whose dues are not paid for the current year, During the month of May, the Treasurer shall send to each member a statement of dues for the ensuing year.

The dues of any new member who is accepted for membership during the months of May or June shall be considered paid for the ensuing year.

SECTION 3. ELECTION TO MEMBERSHIP. Each applicant for membership shall apply on a form as approved by the board of directors and which shall provide that the applicant agrees to abide by the constitution and by-laws of the Pacific Coast Pekingese Club and the rules and regulations of The American Kennel Club. The application shall state the name, address, telephone number, and occupation of the applicant, and it shall carry the endorsement of two members in good standing.

All applications are to be filed with the Secretary and each application is to be read at the first general meeting of the club following its receipt. At the next general meeting the application shall be voted upon. A majority of the members present and voting at that meeting shall be required to elect the applicant. All fees shall be collected with the application at the time of submission.

Applicants for membership who have been rejected by the club may not reapply within six (6) months after such rejection.

SECTION 4. TERMINATION OF MEMBERSHIP. Membership 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 prior to resignation.
- b. BY LAPSING. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the first day of the fiscal year. 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 VI of these by-laws.

ARTICLE II

Meetings and Voting

SECTION 1. Meetings of the club shall be held no less than four (4) times per year, within the club's extended territory of the greater Los Angeles area as per Article I, Section 1, at such hour and place as may be designated by the board of directors. Written notice of each meeting shall be sent by the Secretary at least ten (10) days prior to the date of the meeting. The quorum for such meeting shall be 20% of the members in good standing.

SECTION 2. SPECIAL CLUB MEETINGS. Special club meetings may be called by the President, or by a majority vote of the members of the board who are present and voting at any regular or special meeting of the board; and shall be called by the Secretary upon receipt of a petition signed by five (5) members of the club who are in good standing. Such special meetings shall be held within the club's extended territory of the greater Los Angeles area at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be sent by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice shall state the purpose of the meeting and no other club business may be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing.

SECTION 3. BOARD MEETINGS. Meetings of the board of directors shall be held at least six (6) times per year, within the club's extended territory of the greater Los Angeles area at such time and place, as may be designated by the board. Written notice of such meeting shall be sent by the Secretary at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the board.

Subject to the provisions for notice required by these bylaws, the board may hold its meetings via teleconference provided that the following conditions are met:

- a. The conference shall be coordinated through the office of the Secretary.
- b. All members of the board must be provided the information to access the conference equipment at the same time as they are given notice of the meeting.
- c. All persons participating in the meeting can simultaneously hear each other.
- d. Attendance and all votes shall be taken by roll call unless a secret ballot is requested. If a secret ballot is requested, a special, in person, meeting of the board will be called by the Secretary within ten (10) days after the meeting.
- e. The Secretary shall prepare and distribute the minutes of such meeting within fourteen (14) days of the meeting.
- f. Participation in the meeting constitutes presence in person at the meeting.

Any director or officer who misses two (2) regular meetings of the board or general club membership during the official year, unless excused by resolution of the Board, shall automatically have constituted a resignation when accepted by the board of directors and presented to the membership for passage.

SECTION 4. SPECIAL BOARD MEETINGS. Special meetings of the board may be called by the President, and shall be called by the Secretary upon receipt of a written request signed by at least three (3) members of the board. Such special meetings shall be held within the club's extended territory of the greater Los Angeles area at such place, date and hour as may be designated by the President, or the person authorized herein to call such meeting. Written notice of such meeting shall be sent by the Secretary at least five (5) days and not more than ten (10) days prior to the date of the meeting. Said notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the Board.

SECTION 5. EMAIL NOTICES. Email notice of club business (meetings, minutes, dues notices, newsletters, etc.) as well as board member notification of board meetings may be communicated to those with the means, provided the member or board member has signed an authorization approved by the board of directors and returned to the Secretary. This authorization will release the club from any liability should the notification be received late or not received by the member or board member due to circumstances beyond the club's control. It is the sole responsibility of each member to maintain current address and contact information with the club. Once the waiver has been given, it shall remain in effect until the member sends written notice to the Secretary of any requested change.

SECTION 6. 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. The board shall be comprised of seven (7) members to include the President, Vice-President, Secretary, Treasurer, and three Directors, all of whom shall be members in good standing and all of whom shall be elected for a one (1) year term at the club's annual meeting as provided in Article IV and each officer shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the board of directors.

SECTION 2. OFFICERS. The club's officers consisting of the President, Vice-President, Secretary, and Treasurer shall serve in their respective capacities both with regard to the club and its meetings and the board and its meetings.

- a. The President shall preside at all meetings of the club and of the board, and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified in these by-laws.
- b. The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.

- c. The Secretary shall keep a record of all meetings of the club and of the board and of all matters of which a record shall be ordered by the club; have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of the election to office, keep a roll of the members of the club with their addresses, and carry out such other duties as are prescribed in these by-laws. Minutes of each meeting shall be submitted to the general membership within 14 days following each meeting.
- d. The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection by the membership and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine. All club checks shall carry the signature of the President and Treasurer currently in office.
- e. The Delegate to The American Kennel Club shall serve a three-year term to act as a liaison between the Pacific Cost Pekingese Club and The American Kennel Club. He/she will be expected to attend and participate in the Delegates Meetings and to express the opinion of the Club and report back to the President. The Delegate does not have to be a member of the Pacific Coast Pekingese Club, but it is strongly suggested that he/she be a member.

SECTION 3. VACANCIES. Any vacancies occurring on the board or among the offices during the year shall be filled by appointment until the next annual election by a majority vote of the members of the board present and voting at the next regular or 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 (1st) day of July and end on the last day of June.

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

SECTION 2. ANNUAL MEETING. The annual meeting shall be held in the month of June, at which officers, Delegate to The American Kennel Club, and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section IV 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 thirty (30) days after the election.

SECTION 3. ELECTIONS. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The three (3) nominated candidates for the position of Director receiving the greatest number of votes shall be declared elected.

SECTION 4. NOMINATIONS. No member shall be a candidate for office who has not been a regular member for at least one (1) year, and who has attended a minimum of four (4) meetings within the past twelve (12) months prior to the nomination. No persons may be a candidate in the club election who has not been nominated. During the month of March, the board shall select a Nominating Committee consisting of three (3) members and two (2) alternates, not more than one (1) of whom may be a member of the board. The Secretary shall immediately notify the committeemen and alternates of their selection. The board shall name a chairperson for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before April 1.

- a. The Nominating Committee shall nominate one candidate for each office: President, Vice-President, Secretary, Treasurer, and Delegate. They shall nominate three (3) members for the three (3) Offices of Director. The Committee shall secure the consent of each person nominated, and shall immediately report the nominations to the Secretary in writing. The nominating committee may conduct its business in person or by teleconference. In accordance with Article II, Section 3.
- b. Upon receipt of the Nominating Committee's report the Secretary shall, at least two weeks before the May meeting, notify each member in writing of the candidates so nominated.
- c. Additional nominations may be made at the May meeting by any member in attendance, provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, their 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). No two persons living at the same address, or related to each other may be nominated on the same ballot.
- d. Nominations cannot be made at the annual meeting or in any manner other than provided in this Section.
- e. The Delegate to the American Kennel Club shall be elected at the annual meeting by a majority vote of the membership.

ARTICLE V

Committees

SECTION 1. The board may each year appoint standing committees to advance the work of the club in such matters as specialty shows, matches, trophies, annual prizes, membership, and other fields which may be well 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. Any committee appointment may be terminated by a majority vote of the membership of the board upon written notice to the appointee; and the board may appoint successors to those persons whose service have been terminated.

ARTICLE VI

Discipline

SECTION 1. AMERICAN KENNEL CLUB SUSPENSION. 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.

SECTION 2. CHARGES. An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interest of the club or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the board. **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 or breed. If the board considers that the charges do not allege conduct which would be prejudicial to the best interest of the club or breed, it may refuse to entertain jurisdiction.** If the board entertains jurisdiction of the charges, it shall fix a date for a hearing by the board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one (1) 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/her own defense and bring witnesses if he/she so desires. Notification to the accused defendant shall be made in accordance with the steps listed above. No member who is accused shall have the right to sit in judgment upon themselves.

SECTION 3. BOARD HEARING. The board depending upon jurisdiction, shall have complete authority to decide whether counsel shall 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 (6) months from the date

of the hearing. And, if it deems that punishment insufficient, it shall 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 a decision has been made, the finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

SECTION 4. 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 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 finding and recommendation, and shall invite the defendant, if present, to speak in his/her own behalf if he/she desires. The members shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for the expulsion. If expulsion is not so voted, the 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 Secretary and signed by twenty (20) percent of the Membership in good standing. Amendments proposed by such petition shall be promptly considered by the board of directors and must be submitted to the members with recommendations of the board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

SECTION 2. The constitution and by-laws 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, provide 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.

SECTION 3. No amendment to the constitution and by-laws that is adopted by the club shall become effective until it has been approved by the Board of Directors of The American Kennel Club.

ARTICLE VIII

Dissolution

SECTION 1. DISSOLUTION. The club may be dissolved at any time by 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 the 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. After payment of 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, 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 President
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Election of officers and board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Adjournment

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

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

ARTICLE X

Parliamentary Authority

SECTION 1. 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 special rules of order the club may adopt.