



## **Cavalier King Charles Spaniel Club of Puget Sound**

### **CONSTITUTION**

#### **ARTICLE I NAME AND OBJECTS**

**SECTION 1** The name of the Club shall be: **CAVALIER KING CHARLES SPANIEL CLUB OF PUGET SOUND**

**SECTION 2** The objectives of the Club shall be:

- a) To encourage and promote quality in the breeding of pure-bred Cavalier King Charles Spaniels and to do all possible to bring their natural qualities to perfection;
- b) to urge members and breeders to accept the standard of the Cavalier King Charles Spaniel as approved by the American Kennel Club as the only standard of excellence by which Cavalier King Charles Spaniels shall be judged;
- c) to do all in it's power to protect and advance the interests of the Cavalier King Charles Spaniels and to encourage sportsmanlike competition at dog shows and obedience trials.
- d) and to conduct sanctioned matches and licensed specialty shows, obedience trials, agility trials, and any other event for which the club is eligible under the rules 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 of 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 objectives.

# Cavalier King Charles Spaniel Club of Puget Sound

## BYLAWS

### ARTICLE I MEMBERSHIP

**SECTION 1 Eligibility** – There shall be four (4) types of membership open to all persons eighteen years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club. 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.

- a) **Regular Membership** – open to persons aged 18 years and older who are residents of the United States and who own, or whose immediate household members owns, a Cavalier King Charles Spaniel that is registered with the American Kennel Club. Regular Members shall be entitled to all rights and privileges including voting privileges of the Club.
- b) **Associate Membership** – open to all persons who are interested in Cavalier King Charles Spaniels but do not satisfy the requirements for Regular Membership. Associate Members shall be entitled to all privileges of the club except that they shall not be permitted to vote, advertise on the breeder referral list, hold office, or be counted in a quorum.
- c) **Family Membership** – shall consists of one designated Regular Member and as many Associate Memberships as to include all members of the family 18 years of age and older. Family Membership is entitled to one vote per household.
- d) **Life Membership** - may be extended to any deserving member nominated by the Board of Directors and approved by the majority of the general membership. No dues are required from Life Members, but they shall otherwise have all rights and privileges of Regular Members.

**SECTION 2 Dues** – Membership dues may be determined by the Board and shall not exceed \$75.00 per year, payable on or before the first day of January of each year. No Regular Member may vote whose dues are not paid for the current year. During the month of November, the Treasurer shall send to each Member a statement of his or her dues for the ensuing year.

**SECTION 3 Election to Membership** – each applicant for Regular, Associate and Family Membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Constitution and Bylaws and the rules of The American Kennel Club. The application shall state the name and address of the applicant.

The prospective member shall submit dues payment for the current year, along with the application, to the Club Membership Chair. All applications for Regular, Associate and Family Membership will be read at three meetings. Objections to the applicant will be discussed at the first and second readings and no discussion for or against will be entertained at the third reading. Applicant will be informed, in writing, by the Membership Chair not to be present at the third reading. At the meeting when the prospective member's application is read for the third time, the

applicant will be voted upon and affirmative votes of 2/3 of the membership present and voting will be tallied and results announced at the time of the vote.

- a) **Regular Membership** – Applicants must first apply for and maintain Associate Member status for a period of one year prior to applying for Regular Membership status. The applicant must carry the endorsement of two Regular Members in good standing that have known the applicant for a period of at least two years and have visited their home and kennel area if applicable. The applicant must attend two general membership meetings prior to when the application is read for the third time and voted on. It is not required that the readings take place at the same two meetings that the applicant attends. Applicants who have been rejected by the Club may not re-apply within six months after rejection. They, can, however, re-apply to join as an Associate Member.
- b) **Associate Membership** – applicants may apply to join as an Associate Member without meeting the requirements of sponsors or attendance. An Associate Member must apply for Regular Membership, and meet the requirements of such, if they choose to change their membership status.

#### **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. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.
- b) by **Lapsing** – a membership will be considered as lapsed and automatically terminated if such members dues remain unpaid 45 days after the first day of the fiscal year. However, the Board may grant an additional 30 days of grace to such delinquent members in meritorious cases. In no case may any person be entitled to vote at any Club meeting if that member's dues remain unpaid as of the date of the vote or meeting.
- c) by **Expulsion** – a membership may be terminated by expulsion as provided in Article VI of these Bylaws.

## **ARTICLE II MEETINGS AND VOTING**

**SECTION 1 Club Meetings** – meetings of the Club shall be held at least a minimum of six times a year in Seattle (or within the greater Puget Sound) at such an hour and place as may be designated by the Board of Directors. Written notice of each meeting (including the Annual Meeting) shall be mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the Regular 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 Regular members of the Club who are in good standing. Such special meetings shall be held in Seattle (or within the Puget Sound 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 such a meeting shall be mailed by the Secretary at least 5 days and not more than 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 Regular members in good standing.

**SECTION 3 Board Meetings** – meetings of the Board of Directors shall be held at least a minimum of six times a year in Seattle (or within the greater Puget Sound area) at such an hour and place as may be designated by the Board. Written notice of each meeting shall be mailed by the Secretary at least 5 days prior to the date of the meeting. The quorum for a Board meeting shall be a majority of the Board.

**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 members of the Board. Such special meetings shall be held in Seattle (or within the greater Puget Sound area) at such a place, date, and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 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 thereat. A quorum for such a meeting shall be a majority of the Board.

**SECTION 5 Voting** – each Regular 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 or she 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 the officers and three (3) other persons all of whom shall be Regular members in good standing and all of whom shall be elected for two year terms at the Club's annual meeting as provided in Article IV and 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 President in addition to those particularly specified in these Bylaws.
- b) The **Vice-President** shall have the duties of the President and exercise the powers of the President in case of the Presidents death, absence, or incapacity.

- c) The **Secretary** shall keep a record of all meetings; notify new members of

their election to membership, notify Officers and Directors of their election to office; keep a roll of the members of the Club with their addresses; and carry out such other duties as are prescribed in these Bylaws.

- d) 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 of the Board and a report shall be given at every meeting of 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 may be bonded in such amount as the Board of Directors shall determine.
- e) The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of 5 persons.

**SECTION 3 Vacancies** – Any vacancies occurring on the Board or among the officers during the year shall be filled until the next annual election by a majority vote of all the then members of the Board by the second 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 CLUB YEAR, ANNUAL MEETING, 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 last day of December. 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 November at which Officers, and the Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of the Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in that office all properties and records relating to that office within 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 nominated candidates for other positions on the Board who receive the greatest number of votes for such positions shall be declared elected.

**SECTION 4 Nominations** – No person may be a candidate in a Club election who has not been nominated. During the month of June, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chairman for the Committee and it shall be such person's duty to call a committee meeting which shall be held on or before July 15<sup>th</sup>.

- a) The Committee shall nominate one candidate for each office and positions

on the Board, and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing. The Secretary shall, at least two weeks before the August meeting, notify each member in writing of the candidates so nominated.

- b) Additional nominations may be made at the August meeting by any member in attendance provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the 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.
- c) Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

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

## **ARTICLE VI DISCIPLINE**

**SECTION 1 American Kennel Club Suspension** – Any member who is suspended from 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 for alleged misconduct prejudicial to the Club or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$100 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Board shall review the charges and may instruct the Secretary to send a copy of the charges to the ethics committee for arbitration. If arbitration is unsuccessful, charges will be sent to each member of the Board, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date of a hearing by the Board not less than 3 weeks or more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified 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 or she wishes.

**SECTION 3 Board Hearings** – 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 of the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of the full membership

of the Board suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the recommendation of the Board. 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 Boards 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 recommendation of the Board as provided in Section 3 of this Article. Such proceeding may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in his or her own behalf. 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 expulsion. If expulsion is not so voted, the Boards suspension shall stand.

## **ARTICLE VII AMENDMENTS**

**SECTION 1** Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20 percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the Regular members with recommendations of the Board by the Secretary for a vote within 3 months of the date when the petition was received by the Secretary.

**SECTION 2** The Constitution and Bylaws may be amended by 2/3 vote of the members present and voting at a regular or special meeting called for the 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**

The Club may be dissolved at any time by the written consent of not less than 2/3 of the Regular 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 so far as the character and nature of the meeting may permit shall be as follows:

Roll Call  
Minutes of Last Meeting  
Report of President  
Report of Secretary  
Report of Treasurer  
Reports of Committees  
Election of Officers and Board (at Annual Meetings)  
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:

Reading of Minutes of Last Meeting  
Report of Secretary  
Report of Treasurer  
Reports of Committees  
Unfinished Business  
New Business  
Adjournment

## **ARTICLE X PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any other special rules of order the Club may adopt.

## **ARTICLE XI STANDING RULES**

**SECTION 1** The Board of Directors shall compile and, as needed, update or add to, a number of Standing Rules of the Club to be approved by the membership, dedicated to the execution of the Constitution and Bylaws as set forth in the document.



## **Cavaliers of Puget Sound Code of Ethics and Guidelines of Conduct**

1. Each member of the Club will maintain accurate, complete and up-to-date records, in accordance with AKC Rules and Regulations.
2. Each member shall seek to do selective breeding with the intent of enhancing the soundness and improving the quality of their stock.
3. When owning a brood bitch, members will not: breed a bitch before she is one year old, and then only breed if she is sufficiently mature and in excellent health; nor allow a bitch to whelp more than two litters during any three consecutive seasons; nor allow a bitch to carry to term and rear more than six litters in her lifetime.
4. No member shall knowingly sell or supply Cavaliers for auctions, raffles, pet shop wholesalers or other such enterprises, nor to a person known to sell to pet shops or wholesalers. No member shall sell puppies in litter lots.
5. Puppies not sold as a show/breeding prospect shall be sold or placed with a spay/neuter agreement or with a limited registration. This concept shall be relayed to any person using a member's stud dog.
6. No member shall knowingly sell or supply a stud service to a pet shop or wholesaler nor to a person known to sell to pet shops or wholesalers.
7. No puppy should be released to a new home prior to eight weeks or age and without proper inoculations relative to age, including dates and type given.
8. No member shall speak or write dishonorably or deliberately seek to impair the reputation or character of another member.

## **Cavalier King Charles Spaniel Club of Puget Sound Standing Rules – Approved November 22, 2008**

1. These Standing Rules shall be revised and/or adopted annually at the November general meeting by a majority vote providing a quorum is present, to be in effect for the following year and with prior notice given to the membership.
2. These Standing Rules can be amended by the Board of Directors at any regular Club meeting held between each November Annual Meeting, to be approved by 2/3 vote of the Regular members providing a quorum is present, and with at least ten (10) days prior notice given to the membership as outlined in the Club Bylaws: Article II, Section 1 Club Meetings; or if previous notice is given by the majority.
3. The yearly membership dues of the Club shall be determined by the Board of Directors as outlined in the By-Laws. Notice for any yearly increase will be forwarded to membership with annual renewal notices.
4. Membership selection:
  - a) Endorsement of an applicant to membership from Regular members must be in writing and must be submitted at the time the application is filed with the Membership Chair.
  - b) Dues collected with less than 2 months remaining in the fiscal year shall be applied to the following year.
  - c) Members will be kept informed by mail and/or email of new applications for membership after the first reading. Oppositions or concerns should be presented in writing by the second reading and before the time of the vote.
  - d) Those individuals who do not meet the requirements for Regular membership may join as an Associate member.
  - e) A membership will be considered terminated if such member's dues are unpaid for the fiscal year. Persons that have allowed their memberships to lapse will need to resubmit an application with the club.
  - f) Only Regular members in good standing shall be eligible to be included, for a set fee, on the COPS Breeder Referral list.
5. Judges selection:
  - a) The Judges Selection Committee will be comprised of a Chairman and two other members.
  - b) Judges selection will be as follows: Judges from a foreign country will be selected on odd numbered years. Judges from North America/Domestic (US, Canada, Mexico) will be selected on even numbered years.
  - c) In January of each year starting with 2006, the Judges Selection Committee will put a notice in the minutes asking for suggestions for judges for the show two years in advance (i.e. 2008).
  - d) The Committee will contact Gig Harbor Show Chairperson or Judges Selection Committee (or any other club we may be sharing the weekend with) to see what judges on their slate we could possibly share. This information will be printed in the January minutes along with the request for additional judges names. Club members will send in their judge suggestions by February 28<sup>th</sup> of each year and the Committee will compile a list of all names suggested as well as the judges who Gig Harbor (or any other club we may be sharing the weekend with) have on their panel that we may be able to use. Nominees from each Club member shall be no more than 3 names per category as to the number of judges one individual member can nominate per slate.
  - e) The Committee Chair, or person designated by the Committee will then send this list in the form of a ballot to each Regular member for their votes. Ballots will include instructions, listing

nominees in alphabetical order. The ballot will be sent via mail/or email no later than March 15<sup>th</sup> each year by the Club Secretary. Ballots must be returned to the Committee no later than April 15<sup>th</sup> to be counted. Ballots that are not marked and returned in accordance with the ballot instructions shall be invalid. The ballot shall require the members vote for 3 (three) judges per category, indicating their first, second and third preference.

- f) The Committee consisting of a minimum of 2 members will open and count the ballots, totaling points for each judge as follows: 3 points for each "first" choice received by a judge, 2 points for each "second" choice received, and 1 point for each "third" choice received. When the points for each judge are tallied, the judge per category with the most overall total points will be first choice, the judge with the next highest point count will be second choice and so on. In the case of a tie, the judge who has received the most "first choice" points wins the tie. If that does not resolve the tie, the judge who has received the most "second choice" points wins the tie. If that does not resolve the tie, the Judges Selection Committee will make the decision to resolve it.
- g) Once the counting of the ballots is completed, the Committee Chair will report the results immediately to the COPS Board via the Club Secretary. The Club Secretary shall then first contact the winning judges per category by telephone or email to see if they are available for the designated show date. Once it is determined the judges are available, two copies of the judge's contract approved by the COPS Board shall be sent to each judge confirming their acceptance of the assignment. All judges must sign and date a copy of this contract and return it to the Club Secretary. When the Show Chair has been determined for the year in which we are voting, then the Club Secretary will forward to that member a copy of each signed and dated judge's contract (original to stay with Secretary for correspondence) for purposes of the AKC Show Application process.
- h) Fees for Domestic and Foreign Conformation Judges will consist of economy airfare, meals, lodging for judge only; plus a fee up to \$1,000. Sweeps Judges – expenses only for judge only. Junior Handling Judges – expenses for judge only, plus a fee up to \$100. Obedience and Rally Judges – expenses for judge only, plus a fee up to \$250. Agility Judges – expenses for judge only, plus a fee up to \$200. Expenses include economy airfare/mileage, meals and lodging for judge only. Judges for Sweeps, Obedience, Junior Handling, Agility and Rally must be located in continental North America/Domestic (US, Canada, Mexico).
- i) The returned ballots shall be stored for a period of 3 years in Club storage.

11/22/2008 Standing Rules Approved

# Cavaliers of Puget Sound – Constitution and Bylaws

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