

Buckeye DockDogs Constitution & Bylaws

Rev. 103008B

Section 1

The name of the club shall be Buckeye DockDogs

Section 2

The objects of the club shall be:

- a) Support the governing body of sanctioned dock jumping events, DockDogs
- b) To promote and conduct sanctioned DockDogs events on a yearly basis
- c) Support the sport of dock dog jumping
- d) Educate the members and the public about the sport of dock jumping
- e) Conduct training sessions and informal and formal events associated with dog activities
- f) Protect and advance the interests of dog activities by encouraging safety, sportsman like competition, and responsible dog ownership.
- g) Promote happy and fun dog activities
- h) Maintain financial stability to insure the continuation of the club and its capabilities.
- i) Serve the best interests of the clubs members as it relates to the sport of dock jumping.

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 serve to the benefit of any member or individual.

Section 4

Elected and/or appointed Officers and/or Board Members shall adopt and may from time-to-time revise such bylaws as may be required to carry out the above objectives.

Approved by Membership 11-05-08

Adopted by current administration: May 2008

Buckeye DockDogs Constitution

Past Presidents

None

Current Officers

Tina McLaughlin (President)

Jim Zelasko (Vice President)

Randi Breese (Secretary)

Shaun Vahl (Treasurer)

Current Board of Directors

Connie DeWire

Linda Eckel

Glenn McLaughlin

Approved by Membership 11-05-08

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Approved by Membership 11-05-08

Buckeye DockDogs Bylaws

Article I: Membership

Section 1: Eligibility.

Membership shall be open to all persons who support the purposes of Buckeye DockDogs and who are in good standing with both Buckeye DockDogs and DockDogs National, and who are interested in promoting the sport of DockDogs. While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of participants living in the State of Ohio.

Membership is established by submitting a membership application, receiving membership approval, and paying dues.

There are four (4) types of membership:

A. Charter Members.

Members who helped found the club, whether they actively attended any of the meetings prior to the application for accreditation or worked behind the scenes to support the efforts of the club. They are entitled to voting rights and participation in all club events.

B. General Members.

Open to all persons 18 years of age and older.

C. Family Members.

Spouse, significant other, or child of a charter or general member. Adult family members are entitled to voting rights and all family members are entitled to participate in all Club events.

D. Honorary Members.

Any individual who has served the club in a significant way and whom the Board and membership chooses to recognize by designating as an Honorary Member by majority vote of the Board and majority vote of the membership. An honorary member is not entitled to vote or hold office. No dues shall be required of an Honorary Member.

Section 2: Dues.

Membership shall not exceed an amount designated by the Board per year, payable on or before February 1st of each year. No member may vote whose dues are not paid for the current year. Each December, the Treasurer shall send each member a statement of his dues for the ensuing year.

Members of the same family residing in the same household may qualify for the "Family Rate" for dues. The Family Rate shall apply to no more than one additional adult residing in the same household and any dependent children under 18 years of age.

Section 3: Good Standing.

Membership in good standing requires that dues be fully paid. If any membership payment is in arrears over sixty (60) days, that membership shall be terminated. Payment of dues will reinstate the membership.

Section 4: Annual Dues Rates.

Dues for various categories of membership shall be established by the Board and be approved by the vote of a majority of members voting at an Annual Business Meeting.

Section 5: 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 bylaws and the rules of Buckeye DockDogs. The application shall state the name and contact information of the applicant. Accompanying the application, the prospective member shall submit dues payment for the current year. It will be at the Board of Directors discretion if circumstances warrant alternative dues.

The application will be reviewed by a Board Member or Members and approval or rejection will be conveyed to the applicant. Applicants for membership who have been rejected by the clubs officers and/or board members may not reapply within six months after such rejection.

(Election to Membership - Continued)

Membership shall not be discriminated against on the basis of race, color, nationality, sex, religion, or the basis of breed, or mixed breed of any member's dog(s).

Section 6: Code of Ethics.

All members must follow the DockDogs Code of Ethics attached to these By-laws as Amendment I. Failure to abide by the Code of Ethics can result in disciplinary action and/or expulsion as provided by Article IX.

Section 7: Termination of Membership.

Membership may be terminated, without refund of paid dues or any other contributions unless determined otherwise by the Board, by the following processes:

A. Resignation.

At any time, any member may resign by giving written notice to the Secretary.

B. Lapsing.

A member shall be lapsed and automatically terminated if a member's dues remain unpaid 60 days after the date on which the dues are due. The Board may grant an extension with sufficient cause for a group or individual as deemed appropriate.

C. Expulsion.

A membership may be terminated by expulsion as provided in Article IX of these bylaws.

Article II: Meetings and Voting

Section 1: Regular Meetings.

Regular meetings of the organization will be established at the first Board meeting following the Annual Business Meeting and the schedule will be published on the Buckeye DockDogs website. There shall be a minimum of four meetings per year. The quorum for such meetings shall be those present at the meeting including at least two officers.

Section 2: Annual Business Meeting.

The annual business meeting will be held during the month of January.

Section 3: Special Club Meetings.

Special club meetings to discuss extraordinary circumstances may be called by the President or by a majority vote of the Members of the Board of Directors who are in good standing. Notification by e-mail of such a meeting shall be sent by the Secretary. No other club business may be transacted at that meeting. The quorum for such a meeting shall be all those in attendance including at least two officers.

Section 4: Board of Directors Meetings.

Meetings of the Board of Directors shall be held a minimum of two times a year. The Board meetings will be held via teleconference, internet, or within the State of Ohio at such hour and place as may be designated by the Board. Notice of each such meeting shall be e-mailed before the meeting. The quorum for such meetings shall be 60 percent of the Board members. Any member in good standing is welcome to attend a Board Meeting.

Section 5: Special Board Meetings.

Special meetings of the Board to discuss extraordinary circumstances may be called by the President; or shall be called by the Secretary upon receipt of a written request of at least three members of the Board. The Secretary shall e-mail notification of such meeting before the date of the meeting. Any such notice shall state the purpose.

Section 6: Voting.

Each member 18 years of age or older, or that will become 18 years of age in the current calendar year, and in good standing whose dues are paid for the current year shall be entitled to one vote at any club meeting.

Section 7: Proxy Voting.

Proxy voting shall be allowed by the membership and by the Officers and Directors. To be effective, a written and signed proxy or an e-mailed proxy shall be delivered to the Secretary prior to the vote during which the proxy representation is to be effective, designating the person who shall vote in place of the member, Officer, or Director at the specific scheduled meeting.

(Proxy Voting - Continued)

A written proxy shall be effective for only one meeting. A new written or e-mailed proxy must be provided to the Secretary by the member, Officer, or Director prior to each subsequent meeting during which such representation is desired.

Section 8: Meeting Notification.

The means of meeting notification will be e-mail. If a member should require an alternate means, that member shall arrange such with the club Secretary.

Article III: The Board of Directors

Section 1: Composition of the Board.

There shall be a Board consisting of four Officers and three Directors.

Section 2: Meeting Schedule.

The Board shall meet to conduct business at least two times during the calendar year.

Section 3: Quorum

The quorum for a meeting of the Board shall be 60 % of Board members.

Section 4: Duties of Board Members.

Board Members shall attend at least 75% of Board Meetings and actively participate in the business of the club.

Section 5: Expansion, Downsizing.

The Board may add additional Board Members as deemed necessary to accommodate for club growth and expansion. Additional Board Members will be appointed with a majority vote of the current Board. New Board Members are to be added in groups of two (2) so that an odd number of total Board Members may be retained. Amendment to the Bylaws including the election terms and stated quantity of members must be adjusted and approved according to Article X, Section 1 of these Bylaws. By the same process, the Board may also “downsize” if deemed necessary by identifying positions that will not be renewed after the current term expires provided the reduction can retain the odd number of total Board members.

Section 6: Competitor's Events.

No active Board Member shall compete or participate in any dock diving competition or demonstration not sanctioned by DockDogs or an affiliated DockDogs club without approval by majority vote of the Board. No active Board Member shall serve, in any capacity, a competitor's club, event, demonstration, sales, profit, membership, sponsor, or affiliated organization without approval by majority vote of the Board.

Article IV: Removal of Officers and Directors

If an Officer or Director fails to fulfill the duties of his or her office as set forth in these Bylaws, the other members of the Board may notify that Officer or Director in writing of such non-performance. If the Officer or Director continues to fail to fulfill the duties of the position, the other members of the Board, by majority vote, may remove that Officer or Director and appoint a replacement in accordance with Article V, Section 5 or Article VI, Section 3.

Article V: Officers

Section 1: Officers Terms.

The Club's Officers shall be the President, Vice President, Secretary and Treasurer. Officers shall be elected to 2-year terms by the members at the Annual Business Meeting. The President and the Treasurer shall be elected in odd years, and the Secretary and the Vice President in even years.

Section 2: Duties and Powers of Officers.

1. President

1a. Presides at all Board and Member Regular and Special meetings and shall represent Buckeye DockDogs at those occasions that require representation from this organization.

1b. May call regular and special meetings as needed.

1c. May preside as chair of any or all committees or may appoint the chair of such committees.

1d. Shall exercise supervision over both the Board and the general membership as a body, to ensure that both are functioning in accordance with these Bylaws.

2. Vice-President

2a. In case of disability or absence of the President, the Vice-President shall perform the duties of the President.

3. Secretary

3a. The Secretary shall keep a record of all meetings of the club and 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 officers and directors of their election to office, keep roll of the members of the club with their addresses, and carry out such other duties as are prescribed in these bylaws.

4. Treasurer

4a. The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall at all times be open to inspection by the Board 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 business meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall also file all tax returns and pay all tax liabilities and supervise fiscal budgeting, as needed. The Treasurer shall also remain available upon request to assist a succeeding Treasurer that has been elected or appointed to the position. They are to remain accountable and assist with taxes and finances applicable to their previous term.

Section 3: Compensation.

All directors, officers and committee members shall serve without compensation.

Section 4: Date of Assuming Duties.

The Officers shall assume office immediately after the February Business meeting when the elected Board Member/s and Officer/s are announced.

Section 5: Resignation, Demise, Removal.

In the event of the resignation, demise, or removal of any Officer, the Board shall appoint a member from the current Board members or from the general membership to fill that vacancy for the remainder of that Office's term.

Section 6: Members in Good Standing.

All Officers shall be members in good standing as defined by Article I of these Bylaws.

Article VI: Directors

Section 1: Numbers, Terms.

There will be three Directors elected to one- year terms in accordance with the directives for the Nominating Committee as described in Article VII, Section 4 and Section 4A.

Section 2: Date of Assuming Duties.

Directors shall assume office immediately after the Annual Business Meeting.

Section 3: Resignation, Demise, Removal.

In the event of the resignation, demise or removal of a Director, the Board shall appoint a member from the current Board members or from the general membership to fill that vacancy for the remainder of that Director's term.

Article VII: The Club Year, Annual Meeting, Elections

Section 1: Club Year.

The club's fiscal year shall begin on January 1st and end on the last day of December.

Section 2: Annual Meeting.

The annual meeting shall be held in the month of January, at which time the officers and directors for the ensuing terms shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately after it has been announced that they are the elected person. As appropriate, 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.

The nominated candidates for Officer or Director receiving the greatest number of votes of members, whose ballots have been returned by the required date, shall be declared elected.

Section 4: Nominations.

No person may be a candidate in a club election who has not been nominated. The Board shall appoint a three-member Nominating Committee that shall prepare a slate of nominees for each of the officers' or directors' positions. The committee should include at least two members who are not club officers. The Nominating Committee shall meet on or before December 20th.

4a. The committee shall nominate one or more candidates for each vacating office and position on the Board and, after securing the consent of each person so nominated, shall report his or her nomination to the Secretary in writing by December 20th. Any nominee for the position of "Director" is required to have first been a club member for at least 1 year prior to elections and whose membership is in good standing. Any nominee for the position of "Officer" must have first held the position of "Director" for at least 1 year and whose membership is in good standing.

4b. Nominations will be taken from the floor at the January general meeting, provided that the person so nominated does not decline when their name is proposed.

Article VIII: Committees

Section 1: Standing Committees.

The Board may each year appoint standing committees to advance the work of the club in such matters as sanctioned Jumps, training/fun day events, annual awards, membership and other fields which may well be served by committees. Such committees and their members shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

Section 2: Committee Appointment Termination.

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

Article IX: Discipline

Section 1: DockDogs National Suspension.

Any member who is suspended from privileges of or expelled from DockDogs National automatically shall be suspended from the privileges of this Club for a like period or expelled from this Club.

Section 2: Violations of the Code of Ethics.

Violations of the Code of Ethics are not tolerated. In addition to charges of violations of the Code of Ethics brought by members of this Club pursuant to Article I, Section 6, any member of DockDogs National or any Judge or official at an event may prefer charges for a violation of the Code of Ethics. If charges are brought at the DockDogs National level, the DockDogs National Disciplinary Procedures shall be followed.

Section 3: Charges.

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the club or for a violation of the Code of Ethics. Written charges with specifications must be filed with the DockDogs office by the Secretary of the Club. The Secretary shall also send a copy of the charges to each member of the Board or present them at a Board meeting, and the Board shall first consider whether actions alleged in the charges, if proven might constitute conduct prejudicial to the best interest of the club or a violation of the Code of Ethics. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the club or a violation of the Code of Ethics, 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 weeks or more than six 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 4: 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 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 also may 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/her fellow members at the ensuing club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the 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 of 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 Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members shall then vote by secret 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 Board's suspension shall stand.

Article X: Amendments

Section 1: Proposals.

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 members with recommendations of the Board by the Secretary for a vote within three months of the date when the Secretary received the petition.

Sections 2: Membership Vote.

The constitution and bylaws may be amended by a two-thirds vote of the members present and voting plus proxy votes, 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 e-mailed to each member at least two weeks prior to the date of the meeting.

Article XI: Dissolution

The Club may be dissolved by the written consent of not less than two-thirds of the members. In the event of the dissolution of the Club other than for purposes of reorganization whether voluntary 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 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 XII: Order of Business

At meetings both of the Board and 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 meeting)
- Notification of new members
- Unfinished business
- New business
- Adjournment

Article XIII: Parliamentary Authority

Anything not covered by the Constitution, Bylaws or Standing Rules shall be governed by Roberts Rules of Order, Revised.

Article XIV: Expenses & Financial Responsibility

Section 1: Authorization & Limitation

Expenses from the clubs bank account may only be used for club related purposes as deemed appropriate by the club President. The President has the authority to utilize funds and approve expenses up to \$300.00 (US), each calendar month, without requiring approval from the Board of Directors or General Membership. Expenses above this set limit must be approved by a majority of both the Board of Directors and the General Membership. A description of the expense beyond the limit being proposed will be provided at the meeting prior to a vote being taken. The set limit may be revised to meet operational requirements and/or inflation. Adjusting the set limit will be done by a vote of the General Membership and Board of Directors and will require a majority approval from both.

Section 2: Temporary Deposits and Withdrawals

It is permissible for the President and Treasurer to utilize the clubs bank account to transfer, retain, and distribute funds that are allocated for special purposes as required. Such items may include the holding of donations to charities in order to provide one lump sum, funds set a side for special projects, or to facilitate a loan for a club related expense. Items of this nature will be accounted separately and not reported as available club funds. Any monetary interest gained during the time held will become property of the club.

Section 3: Responsibility

It is the responsibility of all Club Members as well as the Board of Directors to insure that the clubs money is being utilized appropriately.

It is a primary responsibility of the Treasurer to know the available funds and their purpose, maintain budgets, and protect the account to the best of his or her ability. It is also the Treasures responsibly to report over expenditures and any other financial concerns to the Board of Directors as soon as they are detected.

Amendment I: Buckeye DockDogs Code of Ethics

Buckeye DockDogs Code of Ethics

I. OBJECTIVES

Training and competing with any dog shall be done discriminately with emphasis placed on developing good health, sound temperament, willingness to work and other outstanding characteristics of dogs.

II. SPORTSMANSHIP

Each member shall at all times display good sportsmanship and conduct. Whether at home, traveling, at competitions or motels/hotels they will treat all present, including competitors, judges, officials and spectators with respect and courtesy. Members shall not malign DockDogs, other competitors or their dogs.

III. HEALTH

All club members agree to maintain good standards of health and care of their dog(s), including proper veterinary care, adequate quality food and water, and proper socialization.

Members shall not use any means to derive better results during training or competition from their dog that are illegal, not prescribed by a licensed veterinarian for a medical condition, and/or harmful to their dog(s).

Under no circumstances will abuse of animal(s) or human(s) will be tolerated.

IV. ENFORCEMENT

All members shall agree that receipt by the Board of Directors of written allegations of violations of this Code of Ethics shall be investigated and acted upon according to the Constitution and Bylaws of the club.