



Caribe Kennel Club

CONSTITUTION & BYLAWS

CONSTITUTION

Article I

Name and Objectives

Section 1. The name of the Club shall be CARIBE KENNEL CLUB

Section 2. The objects of the Club shall be:

- (a) To further the advancement of all breeds of pure-bred dogs.
- (b) To do all in its power to protect and advance the interests of all breeds of pure-bred dogs and to encourage sportsmanlike competition at dog shows and obedience and agility trials.
- (c) To conduct sanctioned matches, dog shows and obedience and agility trials under the **Rules and Regulations** 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 or residue from dues or donations to the Club shall inure to the benefit of any member or individual.

Section 4. The members of the Club shall adopt and may from time to time revise such By-Laws as may be required to carry out these objectives.

BY-LAWS

Article I

Membership

Section 1. Eligibility. There are three (3) types of memberships.

- a) **Family Membership** which is open to any two persons 18 years of age or older and their minor children living in the same household who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club. This membership includes all member rights and a maximum of two votes per household. Only persons 18 years or older are allowed to vote.
- b) **Individual Membership** is limited to one person and includes the same conditions as listed for Family Membership.

c) **Associate Membership** This is for applicants who are unable to attend meetings due to illness or distance. Associate members do not have the right to vote.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in Puerto Rico.

Section 2. Dues. Membership dues shall be no less than **\$25.00 and no more than \$50.00** per year payable on or before the first day of May of each year. No member may vote whose dues are not paid for the current year. During the month of March, the Treasurer shall send to each member a statement of his dues for the ensuing year. The Board of Directors by majority vote may change the dues for the coming year prior to February of the current year within the range stated above.

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 this Constitution and By-Laws (copy to be provided with each application or sent by email) and the rules of the American Kennel Club. The application should state the name, address and occupation of the applicant and shall carry the endorsement of two members **in good standing**.

All applications are to be filed with the Secretary and each application must be accompanied by dues payment for current year, which will be returned should the applicant not be approved for membership. The secretary will send an invitation to the prospective members to be present in the meeting where their application will be submitted. Prospective members are required to attend at least one General Meeting where they will give a brief introduction about themselves and explain their motivation for becoming a member. They will also be required to attend two other Club activities before his or her application is voted upon.

Applicants for membership who have been rejected by the Club may not reapply within the next six months after such rejection.

Section 4. Termination of Membership. Memberships shall 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 pay in full 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, however, the Board may grant an additional 30 days grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting if their dues are unpaid as of the date of that meeting.

(c) By Expulsion. A membership may be terminated by expulsion as provided for in Article VI of these By-Laws.

(d) Reinstallation. Any member whose membership has lapsed because of unpaid dues but who has continued to participate in dog shows and other Club activities may be reinstated as a member. To be considered for reinstallation such ex-member is required to attend to at least one general meeting, pay the Club dues of the current year, and fill the reinstallation form.

Article II

Meetings and Voting

Section 1. Club Meetings. Meetings of the Club shall be held within the **Greater Metropolitan area of Guaynabo, Puerto Rico**. The Club shall have a minimum of four meetings a year held on a quarterly basis with one held in each calendar quarter. Written notice of each such meeting shall be given by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be a minimum of 20% of the members in good standing. For this purpose, family memberships shall be considered as one.

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 also be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such special meetings shall be held within the **Greater Metropolitan area of Guaynabo, Puerto Rico**, 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 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 members in good standing.

Section 3. Board Meetings. Meetings of the Board of Directors shall be held within the **Greater Metropolitan Area of Guaynabo, Puerto Rico**, at least 5 days before the General Club Meeting, at such an hour and place as may be designated by the Board. Written notice of such meeting shall be given by the Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Board meetings must be held at least four times per year.

Section 4. Special Board Meetings. Special meetings of the Board may be called by the President and shall also 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 within the **Greater Metropolitan Area of Guaynabo, Puerto Rico**, at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Written or electronic notice of such meeting shall be sent 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 member in good standing whose dues are paid for the current year shall be entitled to one vote for individual membership and two votes for family membership. **The right of the family vote shall be exercised by two adult members of the family unit present at the meeting.** 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 President, Vice-President, Secretary, Treasurer and three other persons all of whom shall be members in good standing and all of whom shall be elected for a two year term at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. The offices of President and Vice-President may not be held for more than two consecutive terms. 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 the Board and shall have the duties and powers normally pertinent to the office of 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 of Directors. He or she shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election, 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.

(d) The Treasurer shall collect and receive all monies due or belonging to the Club. He or she shall deposit the same in a bank, designated by the Board, in the name of the Club. His or her books shall be at all times open to the inspection of the Board and he or she shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported. At the annual meeting, he or she shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

Section 3. Vacancies. Any vacancies 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 current members of the Board at its first regular meeting following the occurrence of such vacancy. 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 vote of the Board.

Section 4. All members of the Board of Directors shall take an active part in all Club activities. This includes attendance at least once a month, whenever possible, at conformation, obedience and agility classes as well as participation in shows, matches and promotional activities held by the CARIBE KENNEL CLUB.

Article IV

The Club Year, Annual Meeting, Elections

Section 1. Club's Year. The Club's year shall begin on the 1st day of June and ends on the 31st day of May. 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 May at which time officers and directors for the ensuing year shall be elected by secret written ballot from among those nominated candidates in accordance with section 3 of this article. They shall take office immediately upon conclusion of the election and the retiring officers shall turn over to their successors in office all properties and records relating to the office within 30 days after the election. These include and may be not be limited to: bank account records, post office keys, membership applications, membership list, storage access keys, codes and passwords for the following: emails, social media and webpage. All related records for the continuity of the work of the new Board and Officers.

Section 3. Nominations. No person may be a candidate in a Club election who has not been nominated. During the month of March, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. The Secretary shall immediately notify committee members of their selection. The Board shall name a Chairman for the Committee and it shall be his or her duty to call a committee meeting which shall be held on or before April 1st.

(a) The Committee will inform the Club members that the period for nominations is open and that the Committee will receive such nominations until the date set by the Committee. The period for the Club members to propose nominations shall be no less than 15 calendar days.

(b) All nominations presented shall be in written form and contain the consent of each person so nominated.

(c) The Nominations Committee will extend the nominations report to the Secretary no later than five calendar days after the closing of the nomination period.

(d) Upon receipt of the Nominating Committee report the Secretary should notify each member of the nominated candidates. Members will have 10 calendar days after the secretary has sent the list of nominated candidates to submit any additional nominations.

(e) No person shall be a candidate for more than one position.

(f) 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 dog shows, obedience and agility trials, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees may also be appointed by the Board to aid it on particular projects.

Section 2. Any committee appointed 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 the like period.

Section 2. Charges. Any member may press charges against another member for alleged misconduct prejudicial to the best interest of the Club or the sport. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$20.00 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 or present them at a Board Meeting and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the 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 certain jurisdiction.

If the Board entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board no later than three 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 own defense and bring witnesses if he or she wishes.

Section 3. Board Hearing. The Board shall have complete authority to decide whether counsel may attend the hearing but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board by a majority vote of those present, **may reprimand or suspend** the defendant from all privileges of the Club for no more than six months from the date of the hearing and, if deemed that punishment is 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 or her fellow-members at the ensuing Club meeting which will consider 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 decisions 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 approved 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. The defendant shall have the privilege of appearing in his or her own behalf though no evidence shall be taken at the 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 or her own behalf if he or she wishes. A 2/3 vote of those present and voting by secret ballot at the meeting shall be necessary for expulsion. If expulsion is not voted, the Board suspension shall stand.

ARTICLE VII

Amendments

Section 1. Amendments to the Constitution-By-Laws may be proposed by the Board of Directors or by written petition addressed to the Secretary and signed by twenty 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 by the Secretary to the members with recommendations of the Board for a vote within three months of the date when the petition was received.

Section 2. The Constitution-By-Laws may be amended by 2/3 of the members present in good standing and voting.

ARTICLE VIII

Dissolution

Section 1. Dissolution. The Club may be dissolved at any time by the written consent of no less than 2/3 of the members in **good standing**. In the event of the dissolution of the Club other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the 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 or to an exempt entity under section 11017 of the 1994 revenue code of Puerto Rico, as amended, or distributed either to the Federal, State or Municipal government to be used for public purposes.

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 permit, shall be as follows:

Roll Call
Minutes of last meeting
Report of the President
Report of the Secretary
Report of the Treasurer
Report of the Committees
Election of the Officers
Election of new members
Unfinished business
New business
Adjournment

Section 2. At meetings of the Board of Directors the order of business, so far as the character and nature of the meeting permit, shall be as follows: Roll call Minutes of last meeting Report of the President Report of the Secretary Report of the Treasurer Report of the Committees Unfinished business New business Adjournment

ARTICLE X
Parliamentary Authority

Section 1. The rules contained in the current edition of, "Roberts Rules of Order, Newly Revised", shall govern the Club in cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rule of order the Club may adopt.