

# **A Rover Runs Through It Agility Club of Missoula**

## **CONSTITUTION AND BYLAWS**

Approved at December 13, 2013, Club meeting

### ***ARTICLE I: Name***

The name of the organization shall be A Rover Runs Through It Agility Club of Missoula, a Montana canine agility club; hereinafter called ARRTI.

### ***ARTICLE II: Objectives***

The objectives of ARRTI shall be:

- Support the sport of dog agility.
- Educate the members and the public about the sport of dog agility.
- Conduct training classes and informal and formal events associated with dog agility.
- Protect and advance the interests of dog agility by encouraging sportsmanlike competition and responsible dog ownership.

### ***ARTICLE III: Nonprofit Status***

ARRTI shall not be conducted or operated for profit and no part of any profits or remainder of residues from dues, fees, or donations shall inure to the benefit of any member or individual.

### ***ARTICLE IV: Membership***

#### **A. ELIGIBILITY**

The Club will have four types of memberships.

1. **Individual membership** will be open to persons 18 years of age or older. An individual membership entitles the member to all Club privileges including the right to vote and hold office.
2. **Household membership** will be open to all persons residing at the same address who subscribe to the purposes of this Club. Family membership must be limited to two voting members per family and the voting members must be eighteen years of age or older.
3. **Junior Handler membership** will be open to all persons who are under the age of 18 at the beginning of any Club year. Junior handler members may not vote or hold office, but are entitled to all other Club privileges. The dues for a junior handler membership are one-half that of an individual membership.

#### **B. RESPONSIBILITIES AND PRIVILEGES**

All types of memberships are entitled to participate in all events sponsored or cosponsored by the Club and to attend meetings held by the Club.

Those members who work annually at (a) Club-sponsored events, (b) conduct or assist with informal and education events, (c) teach, facilitate or assist at a Club class or workshop and/or (d) attend and contribute to meetings are eligible for first consideration for priority admission to Club-sponsored events for which admission is limited and for any discounts on entry fees at

Club-sponsored events. The Board will determine the amount of any discount and those events that are eligible for discounts or priority admission.

### **C. ELECTION TO MEMBERSHIP**

Each applicant for membership shall apply on a form approved by the Board and which shall provide that the applicant agrees to abide by these Bylaws as well as the rules of recognized agility organizations. The Secretary shall ensure each applicant receives a copy of these Bylaws upon request for membership.

The application must state the name, address, phone number, and email address (if available) of the applicant. In submitting an application to the Secretary, the prospective member shall also include dues payment for the current year. If the application is submitted after July 1, the dues are reduced to one-half of the full year's membership dues.

All new applications must be filed with the Secretary, who will then inform the membership, post the application form to the Yahoo list, and schedule an e-vote on the new member, with a deadline of one week. If the vote results in a unanimous "yes" vote, the Secretary will inform the new member of their acceptance and add them to the Yahoo list. If there are any "no" votes, the membership application is put on hold until the next meeting when there can be a discussion and then a vote by the membership present at the meeting.

### **D. DUES**

Membership dues will be determined by the Board and are due to the Treasurer on or before January 1 of each year. A member who pays dues after January 1 will be assessed an additional \$5.00 late fee. A member whose dues are not paid for the current year may not vote or participate in Club practices.

### **E. TERMINATION OF MEMBERSHIP**

Membership may be terminated by:

1. Resignation. Any member may resign from the Club upon written notice to the Secretary. Dues already paid for the year are forfeited.
2. Lapsing. A membership will be considered lapsed and automatically terminated if the member's dues remain unpaid 30 days after the beginning of the Club year. However, the Board may grant an additional 30 days of grace to such delinquent members in meritorious cases. A person is not entitled to vote at any Club meeting if the person's dues are not paid.
3. Expulsion. A membership may be terminated by expulsion as provided in Article IX of these Bylaws.

### **F. DISCRIMINATION**

No member or applying member may be discriminated against on the basis of race, color, nationality, gender, sexual orientation, religion or on the basis of the breed of his/her dog(s).

## ***ARTICLE V: Meetings***

### ***Section A***

All meetings of ARRTI shall be held at places and times determined by motions prior to the meetings or by the Constitution. A general meeting of ARRTI shall be held annually at a place and time determined by the Board of Directors.

*Section B: Regular ARRTI Meetings*

Regular ARRTI meetings shall be held monthly or at other times and places as agreed by the membership. To hold a meeting and conduct business, including voting, a minimum of three members shall constitute a quorum. Business is conducted, except as otherwise specified by the Constitution and Bylaws, by simple majority voting.

*Section C: Special ARRTI Meetings*

Special ARRTI meetings may be called by the President, by a majority vote of the Board of Directors present and voting at any regular or special meeting of the Board, or by the Secretary upon receipt of a petition signed by five members. Such meetings shall be held at a time and place designated by the authority calling the meeting.

*Section D: Notice*

The Secretary shall give, or cause to be given, notice of ARRTI meetings at least seven days before the scheduled meeting date.

*Section E: Order of Business*

Insofar as the character and nature of ARRTI meetings shall permit, the order of business shall be:

- Roll call
- Minutes of the last meeting
- Report of the Secretary
- Report of the Treasurer
- Reports of the Committees
- Election of Officers and Directors (general meeting only)
- Discussion of new members not receiving unanimous acceptance via e-vote
- Unfinished business
- New business
- Adjournment

*Section F: Board of Directors Meetings*

Meetings of the Board of Directors shall be held at times be set by the Board.

*Section G: Special Meetings of the Board of Directors*

Special meetings of the Board of Directors shall be called by the President or by the Secretary upon the receipt of a written request signed by at least three members of the Board. Such special meetings shall be held at the time and place designated by the authority calling the meeting. Board members shall be informed of the purpose of the meeting. No business except that for which the meeting was called shall be discussed at the meeting.

*Section H: Notice*

The Secretary shall give, or cause to be given, notice of Board meetings at least seven days before the scheduled meeting date.

*Section I: Order of Business*

Unless otherwise directed by a majority vote of those present, the order of business at Board meetings shall be:

- Roll call
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Unfinished business
- New business
- Adjournment

*Section J. Voting*

Each member in good standing whose dues are paid for the current year is entitled to one vote at any general meeting of the Club at which the member is present or, if the Board authorizes voting on a particular issue electronically, to submit one vote electronically on a ballot approved by the Board. Electronic voting will have an expiration date, only those votes within the allotted time will count.

***ARTICLE VI: Directors and Officers***

*Section A: Board of Directors*

ARRTI shall be governed by a Board of Directors elected annually by the membership. The Board shall establish policies and administer all affairs and activities of ARRTI. The Board may authorize any officer or agent to enter into any contract or execute and deliver any agent in the name of and on behalf of the membership. Such authority may be general or specific.

Composition. The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, and one Member at Large to maintain an uneven number of Directors. All Directors shall be members and legal residents of the United States.

Transaction of Business.

The President of ARRTI shall act as Chairman of the Board of Directors and shall preside at all meetings of the Board. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, the members shall elect a chairperson to preside at that meeting only.

The Secretary of ARRTI shall act as Secretary of the Board and shall keep all minutes and records of business transacted by ARRTI.

To hold a meeting and conduct business, including voting, a minimum of three members shall constitute a quorum. Business is conducted, except as

otherwise specified by the Constitution and Bylaws, by simple majority voting.

Vacancies. Vacancies occurring on the Board shall be filled by majority vote of the remaining members of the Board at the first meeting following the creation of the vacancy.

### *Section B: Officers*

The Officers of ARRTI shall be the President, Vice President, Secretary, and Treasurer. Officers shall be elected annually by the membership.

President. The President shall

Preside at all meetings of ARRTI and shall have the duties and powers normally appurtenant to the office of President in addition to those specified in this Constitution and Bylaws.

Perform other duties as assigned by the Board of Directors.

Vice President. The Vice President shall

Have the duties and exercise the powers of the President in the event of the President's absence, death, or incapacity.

Perform other such duties as may be assigned by the President.

Serve as parliamentarian or appoint a member to serve as parliamentarian at each meeting to ensure process and actions conform to the Constitution and Bylaws.

Be responsible for equipment, including maintaining the inventory, overseeing purchases of new equipment and sales of old equipment, and organizing any needed repairs to the equipment or the trailer.

Secretary. The Secretary shall

Keep the minutes and records of transactions of all ARRTI meetings, to be posted to the Yahoo site within 7-10 days after the meeting, and of all matters of which a record may be ordered by ARRTI.

Be responsible for processing new member applications as outlined in Article 4C, updating the Membership Roster and posting it to the Yahoo Group as well as ensuring each new member has a copy of these Bylaws.

Notify new members of election or non-election.

Notify the membership of the nominations.

Notify Officers and Directors of their election.

Keep a roll of ARRTI members and addresses.

Have charge of all correspondence.

Perform other duties assigned by the Constitution and Bylaws and/or by the President.

Treasurer. The Treasurer shall

Collect and receive all moneys due or belonging to ARRTI, and deposit such moneys in a bank satisfactory to ARRTI in the name of ARRTI.

Keep records of the receipt and disbursement of moneys. Such records are to be always open to inspection by the Board.

Report at every meeting of the Board and ARRTI meeting the condition of ARRTI's finances and every item of receipt and payment not previously reported.

Report at the general meeting all moneys received and paid out during the previous fiscal year.

**Remind the membership of renewal deadlines.**

Perform other duties assigned by the Constitution and Bylaws and/or by the President.

Member at Large. The Member at Large shall

Be responsible for the ARRTI website, including updating content and the calendar and being the official contact person for all inquiries from the website.

Perform other duties assigned by the Constitution and Bylaws and/or by the President.

## ***ARTICLE VII: ARRTI Year and Elections***

### *Section A: ARRTI Year*

ARRTI's fiscal year shall begin on January 1 and end on December 31. ARRTI's official year shall begin immediately after the end of the election at the general meeting and shall continue through the election at the next general meeting.

### *Section B: Elections*

Election of officers and directors shall be held at the general ARRTI meeting in compliance with the following rules:

Nominations. Before September 1 of each year, a nominating committee of three members will be formed. The committee will meet on or before October 1 to:

Select one nominee for each office.

Obtain the consent of each nominee to his or her nomination.

The nominating committee shall report the nominations to the membership by email on or before November 1.

Nominations of persons not nominated by the committee may be made no later than November 30 by any member subject to either:

a verbal statement by the nominee of willingness to serve, or

submission of a written statement from the nominee of willingness to serve.

No person may be nominated except by the means specified in this article.

No person may be a candidate for more than one position.

Balloting. Balloting shall be by secret electronic ballot. One member will be chosen to set up the online election and will be responsible for collecting and counting the ballots. The count will be verified by the President.

### ***ARTICLE VIII: Committees***

#### *Section A*

The Board may establish standing committees annually to advance the work of ARRTI. These committees are always subject to the authority and direction of the Board.

#### *Section B*

The Board may establish special committees to aid with specific projects. Special committees shall be disbanded upon completion of the project for which they were appointed.

#### *Section C*

Standing and special committees may be disbanded by a majority vote of the full Board.

#### *Section D*

The committee chairperson shall be selected by the committee.

### ***ARTICLE IX: Discipline***

#### *Section A: Charges*

Any member may charge any other member with conduct prejudicial to the best interest of ARRTI or the sport of agility. Before specific charges can be filed, the member making them must meet with the Board to discuss such charge(s). Written charges and specifications must be filed with the Secretary along with a deposit of \$25.00. The deposit shall be forfeit if the charges are not substantiated.

The Secretary shall send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall determine by a simple majority if the charges constitute conduct prejudicial to the best interest of ARRTI. If the Board determines the charges do not constitute such action, the charges will be dismissed without prejudice. If the Board judges the charges are prejudicial, a hearing shall be scheduled for no less than three and not more than six weeks after the determination.

The Secretary shall notify the accused member of the charges and the date of the hearing by registered mail.

#### *Section B: Board Hearing*

The witness and the complainant have the right to appear personally at the Board hearing and to bring witnesses. The Board has the right to determine if counsel may attend the hearing and if witnesses will be heard. The accused and the complainant will be treated alike.

The Board after hearing evidence shall determine if the charges are substantiated by a simple majority vote.

If the charges are sustained, the Board shall take one of the following actions, by majority vote:

Issue a reprimand

Suspend the accused from ARRTI membership for a maximum of six months.

Recommend to the membership that the accused be expelled. The accused shall be suspended pending the hearing on the recommendation to expel.

The Secretary shall notify the accused and complainant of the Board's decision and any penalty in writing.

#### *Section C: Expulsion*

Expulsion shall be by one of two means:

Recommendation by the Board for expulsion shall be heard by the membership at a regular or special meeting between 30 and 60 days after the Board makes the recommendation. The defendant has the right to appear before the meeting and to speak on his or her own behalf. The membership shall vote on the expulsion by secret, written ballot; a two-thirds vote of the members present and voting is necessary for expulsion.

Any member convicted of violating any animal cruelty, neglect, or abuse laws in any state or jurisdiction shall be expelled automatically.

### ***ARTICLE X: Amendments and Changes***

#### *Section A*

Amendments and changes to the Constitution and Bylaws may be proposed by the Board or by written petition addressed to the Secretary and signed by twenty percent of the membership. The proposed amendment with the recommendations of the Board shall be submitted to the membership for vote within three months following the receipt of the petition.

#### *Section B*

The Constitution and Bylaws may be amended at any special or regular meeting of ARRTI by affirmative vote of two-thirds of the members attending, provided that the two-thirds majority includes at least a simple majority of the membership.

#### *Section C*

The Secretary shall advise the membership of the vote in writing at least two weeks before the regular or special meeting at which the vote will take place.

### ***ARTICLE XI: Liability of Qualified Directors***

The organization adopts the Montana provisions providing for no civil liability of qualified directors for the performance or nonperformance of the director's duties other than gross or intentional negligence as the statute now exists or is later amended.

### ***ARTICLE XII: Indemnification***

The organization adopts the Montana provisions providing for indemnification of directors, officers, employees, and agents.

### ***ARTICLE XIII: Dissolution***

ARRTI may be dissolved at any time with the written consent of at least two-thirds of the membership. In the event of dissolution for any reason other than reorganization, all property and assets remaining after the settlement of debts shall be given to a charity benefiting dogs. The Board shall select the charity. No member or individual shall receive any portion of the property and assets of ARRTI.



***ARTICLE XIV: Matters Not Otherwise Covered***

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

**CERTIFICATE**

The Board of Directors of A Rover Runs Through It Agility Club of Missoula consent to the adoption of these Bylaws and certify that they were adopted in proper vote at the regular Board meeting on the 13<sup>th</sup> day of December, 2013.