

BY-LAWS
OF
4RK9's INC.

ARTICLE I – NAMES AND OBJECTIVES

SECTION I.

The name of the Club shall be 4RK9s, Inc. 4RK9s Inc. is officially associated with the United Kennel Club, Inc.

SECTION II.

The objectives of the Club shall be:

- a) To promote dog sports in the State of Iowa
- b) To conduct licensed agility and obedience trials and matches for dogs under the rules of the UKC and NADAC.
- c) To conduct educational seminars/workshops/classes/fun matches which shall be open to people interested in training dogs
- d) To provide input for further development of any of the national agility clubs for dogs
- e) To take an active interest in the welfare, popularity, and understanding of dogs and dog owners alike in the community
- f) To devote all funds accruing to the corporation to the above purposes, as well as to the orderly operation of the corporation, or to make specific donations to such charitable or civic organizations as shall be approved by a majority vote of those in attendance and voting at a corporation meeting
- g) To take such further actions as the corporation deems proper and in furtherance of the above purposes and/or in furtherance of the welfare, popularity and understanding of dogs

ARTICLE II – MEMBERSHIP

SECTION I.

Eligibility. Active membership shall be open to all persons 18 years or older, who subscribe to the purposes of this Club. In addition, there will be a Junior Membership open to persons ages 8 to 18. Membership is to be unrestricted as to residence.

SECTION II.

Election of Membership. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by these By-Laws and the Rules of the UKC. The application shall carry the endorsement of three Active Members with at least one year membership each. Accompanying the application, the prospective member shall submit dues payment and initiation fee for the current year. The dues will be refunded if membership is denied. All applications are to be filed with the Membership Secretary.

Upon submission of an application and dues as set forth above and following attendance of at least one meeting prior to applicant's first reading, such applicant shall be considered a Provisional Member of the Club. Each application is to be read at the next regular meeting of the Club at which the Provisional Member is present.

SECTION III.

Members.

- (a) Provisional Member. Provisional Members shall not be entitled to vote at Club meetings and shall attend at least one meeting prior to completion of the following. To be considered for membership, Provisional Members must fulfill the following requirements:
- (1) Complete one 4RK9s class at current class fee or attend seven 4RK9s scheduled agility or obedience open workouts at current training fee.
 - (2) Complete twelve (12) hours of work for the club. Includes each member of a family membership application. A Junior applicant must complete eight (8) hours whether as an individual or as part of a family membership.
 - (3) Complete the Membership Application Form, including three (3) signatures from Active Members with at least one (1) year membership each.
 - (4) Fulfill the above requirement within one year of applicant's initial meeting.
 - (5) Applicant shall attend a general club meeting for introduction by at least one sponsor of the applicant.
 - (6) Applicant shall attend a total of at least three meetings and satisfy the first five requirements listed directly above in order to have their name submitted for election as a Member. The time spent in attendance at meetings counts towards #2 above. The Provisional Member's application for membership shall be decided by the majority vote of those Active Members in attendance and voting at the Club meeting. Election shall be by written ballot and applicants will be notified within 7 days of acceptance or denial of membership.
- (b) Active Member. An Active Member is a member who is at least 18 years old and who has fulfilled all provisional requirements set forth in (a) above. Active Members must fulfill all membership responsibilities to enjoy all privileges of the Club, rights to vote on matters before the Club membership, and other privileges stated in the handbook.
- (c) Junior Member. A Junior Member shall be between the ages of 8 and 18, shall have fulfilled all provisional requirements and be sponsored by an Active Member who shall be responsible for the Junior Member's conduct. Junior Members shall enjoy all privileges of the Club, except voting or holding office.
- (d) Non-Active Member. A Non-Active Member is a member who has previously fulfilled all provisional requirements set forth in (a) above. An Active Member becomes a Non-Active Member in a year in which one or more of the requirements to be an Active Member are not fulfilled. A Non-Active Member shall not be entitled to vote on matters before the Club membership. Other consequences are spelled out in the Membership Handbook.

SECTION IV.

Dues. The dues shall be as decided by the Board. Members are to be reminded of dues to be paid and given notice of such dues at least ten (10) days prior to the Annual Meeting in January by the Membership Secretary. The amount of the yearly dues may be changed by the majority vote of the Active Members present at any regular meeting. Dues are to be payable on or before the first day of the fiscal year.

SECTION V.

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 Membership Secretary. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year, which begins January 1.
- (b) By Lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid for thirty (30) days after the first day of the fiscal year. However, the Board may grant an additional thirty (30) days of grace to such delinquent members in mitigating circumstances. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- (c) By Expulsion. A membership may be terminated by expulsion upon a vote of the majority of the Board at any Board meeting and/or as provided in Article VII below.
A member who has been terminated has the right to appeal such action to the Board at the next meeting of the Club following their receipt of notification of termination, in accordance with Article VII, below.

SECTION VI.

An applicant for membership who has not been accepted by the Club may re-apply after six months from the date of the Club's vote.

ARTICLE III – MEETINGS

SECTION I.

Annual Club Meetings. The Annual Meeting of the members of the Club shall be held in Iowa during the first month of the fiscal year, which is January. The officers of the Club shall be elected at that time. Notice of such meetings shall be given to each member of the Club at least ten (10) days prior to the Annual Meeting and/or shall be included in the previous month's minutes. This meeting has no quorum requirement.

SECTION II.

Special Club Meetings. Any member of the Board may call special meetings. Notice of such special meetings (stating time, place and objective) must be made by the Membership Secretary (or designee) to each member of the Club at least 72 hours prior to the date of the meeting. A quorum must be present at any special meeting at which official business is to be transacted. A quorum shall consist of 20% of the Active Members of the Club in good standing.

SECTION III.

Board Meetings. Any member of the Board may call board meetings. A quorum of a majority of members of the Board must be present to conduct business. An annual meeting of the Board shall be held within the month preceding the Club's Annual Meeting.

ARTICLE IV – DIRECTORS, OFFICERS AND COORDINATORS

SECTION I.

Board. There shall be a Board of seven (7) members (“the Board”), including five officers and the Obedience and Agility coordinators.

Section II.

Officers. The officers of the club shall be a President, Vice-President, Recording Secretary, Membership Secretary and Treasurer.

To hold office a member must have attended 1/3 of the regular meetings of the Club in the previous 12 months and be an Active member in good standing with a minimum of one year membership.

- (a) President. The President shall preside at all meetings of the Club and shall have the duties and powers normally associated with the office. The President may vote on all questions submitted to the Club. The President may appoint various committees to perform certain duties and cancel such appointments, subject also to the approval of the Board.
- (b) Vice-President. The Vice-President shall, in the absence or disability of the President, perform the duties of the President.
- (c) Recording Secretary. The Recording Secretary shall keep a complete record of all meetings of the Club and of any matters that shall be ordered by the Club. This record shall be distributed to the Club’s membership. The Recording Secretary shall give each member of the Board at or before each Board meeting a copy of the Board’s minutes from the prior meeting. It shall be the Recording Secretary’s responsibility to maintain correspondence with any and all appropriate national dog agility and obedience clubs.
- (d) Membership Secretary. The Membership Secretary shall keep a complete record of all membership applications. The Membership Secretary shall notify each new member of acceptance into the Club, and shall make available to all members a current copy of the By-Laws and a list of the membership, its Officers, Directors, and Committees. The Membership Secretary shall keep a roll of the members and their addresses. The Membership Secretary shall be responsible for collecting annual dues and notifying the Board who is an Active/Non-active member by the first meeting of the year so that non-active members are not voting at meetings. The Membership Secretary shall be responsible for notifying membership at least 10 days prior to yearly membership expiration.
- (e) Treasurer. The Treasurer shall collect and receive all moneys due or belonging to the Club and make receipts and records of all transactions. The Treasurer shall deposit, in the name of the Club, the same in an insured financial institution satisfactory to the Board. The Treasurer will hold the savings account passbooks. The Treasurer shall pay all bills and expenses of the Club from its funds, provided such payments are approved by the majority of the Club members or by the Board. A current Treasurer’s report shall be given at each meeting and included in the club’s communications. The financial records are permanent records that shall be kept by the Treasurer. The financial records should be reviewed by the Vice-President and the checkbook balanced monthly.
- (f) The officers authorized to withdraw money from the accounts will be the Treasurer, President, Vice-President, with one signature being required. Upon request, the financial records shall be open for inspection. As soon as possible (but no longer than 60 days) after

the election of new officers, the financial records shall be presented to the Board for review. A report shall be given to the membership at the next meeting.

- (g) All Officer terms are 2-year terms. Officers may serve consecutive terms and terms will be staggered so that not all 5 members are elected in the same year. In odd-numbered years, Club members will elect a President, Recording Secretary, and Membership Secretary. In even-numbered years Club members will elect a Vice President and Treasurer. Elections will take place at the first Club meeting of the fiscal year.

SECTION III.

Coordinators. The Agility Coordinator and the Obedience Coordinator are volunteer positions requiring no election by membership. They have no term limits. These two Coordinators assume Board member responsibilities, along with the Coordinator duties. Specific Coordinator duties are described in the Members Handbook.

SECTION IV.

Vacancies. Any vacancies occurring from the Board's Officer positions during the year shall be filled for the unexpired term of office by a majority vote of the members of the Board at its first meeting following the creation of such vacancy. A vacancy occurring for a Coordinator position shall be filled by the next volunteer to fill that Coordinator position.

ARTICLE V THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION I.

Club Year. The Club's Fiscal Year shall begin on the first day of January and end on the 31st 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 II.

Annual Meeting. The Annual Meeting shall be held in the month of January at which Officers for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section V of this Article. An oral vote may be taken for any office having only one candidate. Newly elected officers and directors shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over to his/her successor all properties and records relating to that office as soon as possible after the election, but in no case longer than 30 days

SECTION III.

Absentee Ballots. Absentee voting shall be allowed providing the ballot is submitted to the Membership Secretary in writing prior to the meeting when the vote is to be taken. Absentee voting shall be allowed only for the voting in the election of officers or on amendments to the Constitution and By-Laws.

SECTION IV.

Elections. The nominated candidate receiving the greatest number of votes for each Office shall be declared elected.

SECTION V.

Nominations. No person may be a candidate in the Club election who has not been nominated. To be nominated for an office, a member must have attended 1/3 of the regular meetings of the Club in the previous 12 months and be an Active Member in good standing with a minimum of one year membership. During October, the Board shall designate a Nominating Committee consisting of three (3) Active Members. The Board shall name a Chair of the committee, whose duty shall be to call a meeting on or before November.

- (a) The Committee shall solicit volunteers and designate at least one candidate for each open position among the club's offices.
- (b) Additional nominations may be made at the meeting prior to the annual meeting by any member in attendance, provided that the nominee does not decline when his/her name is proposed.
- (c) All nominations for office must be distributed to each member of the Club at least ten (10) days prior to the Annual Meeting and/or shall be included in communications, which follow such nominations.

ARTICLE VI – COMMITTEES

SECTION I.

The newly elected Board shall meet prior to the next scheduled general club meeting and appoint such committees as needed for the orderly operation of the Club.

SECTION II.

Any committee member may be terminated by a majority vote of the full membership of the Board upon written notice to the member.

SECTION III.

One member of each committee shall be responsible for communicating the committee business to the Board. This member will act as the liaison between the Board and the committee. No committee shall be comprised of only Board members.

ARTICLE VII – DISCIPLINE

SECTION I.

United Kennel Club (UKC), North American Dog Agility Club (NADAC), United States Dog Agility Association (USDAA) or American Kennel Club (AKC) suspension or any national dog club suspension. Any member who is suspended from the privileges of the UKC, NADAC, USDAA, AKC or any national dog club automatically shall be suspended from the privileges of this Club for a like period. Any member who has been fined by the UKC, NADAC, USDAA, AKC or any national dog club shall be suspended from this Club until such time that he/she is back in good standing with said national club. They have a right to appeal suspension of their 4RK9s membership to the Board.

SECTION II.

Expulsion of a Member. The Board reserves the right to approve or revoke membership in accordance with Article II, above, at any time.

SECTION III.

Removal of Board Members. Any Board Member of this Club may be removed by a majority vote of the Board membership present at a regular Board meeting for inattention to his/her duties or for conduct unbecoming an officer. Any Board Member who fails to attend two (2) consecutive regular or executive meetings without a valid excuse as interpreted by the Board shall be deemed subject to removal, and shall have his/her office declared vacant. The Board shall appoint a successor to serve until the next regular election.

SECTION IV.

Appeals. Any member or prospective member adversely affected by any Board or membership action may appeal such action to the Board at the next Board meeting, provided written notification of and the grounds for such appeal is provided to the Board within five (5) days prior to such meeting. The vote of the majority of the Board at such meeting shall be dispositive of any such appeal.

ARTICLE VIII – AMENDMENTS

SECTION I.

Amendments. These By-Laws may be amended by a 2/3 majority vote of Active Members present and voting at any regular or special meeting, but the proposed amendments must be embodied in the notice of any such meeting and distributed to each member at least two (2) weeks prior to the date of such meeting.

ARTICLE IX – DISSOLUTION

SECTION I.

Dissolution. The Club may be dissolved at any time by the written consent of not less than 2/3 of all *Active* members. After payment of all debts of the Club, its property and assets shall be distributed to such charitable organizations as may be designated by the majority of *Active* members.

ARTICLE X – ORDER OF BUSINESS

SECTION I.

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:

- Call to order
- Guests welcomed
- Minutes of the Last Meeting
- Treasurer’s Report
- Committee reports
- Unfinished Business
- New Business
- Election of Officers
- Adjournment

SECTION II.

At meetings of the Board and at general club meetings, roll shall be recorded.

ARTICLE XI – PARLIAMENTARY RULE

At the discretion of the President, Roberts Rules of Order (Revised) shall prevail and govern the conduct of parliamentary procedure in this Club where no method is provided in these Constitution and By-Laws.

ARTICLE XII – NOT-FOR-PROFIT STATUS

This corporation is organized and shall operate as a not-for-profit corporation for the purposes stated above. Any income received shall be applied only for the non-profit purposes and objectives of the Corporation, and no part of the income shall insure to the benefit of any Board member, officer or member.

ARTICLE XIII – LIMITATION OF LIABILITY

Directors, Officers, Employees and Members of the Club are not liable on the Club's debts nor obligations, and Directors, Officers, Employees, Members or other volunteers are not personally liable in such capacity for any claim based upon an act or omission of the person performed in the discharge of the person's duties, except for a breach of the duty of loyalty to the Club; for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law; or for a transaction from which the person derives an improper personal benefit. This private property of the Directors, Officers, Employees and members shall be exempt from corporate liability to the extent and manner provided by the laws of the State of Iowa.

ARTICLE XIV

The foregoing By-Laws were approved and adopted by the Board of Directors of 4RK9s, Inc. this 23rd Day of July, 1995.

Susan Hansen, President
Jeffery W. Mullen, Vice-President
Patricia Anderson, Recording Secretary
Mark Roling, Corresponding Secretary
Mary Beth Haley, Treasurer

The foregoing By-Laws were revised, approved and adopted by the Board of 4RK9s, Inc. this 30th day of April, 2001.

Melanie Crane, President
Mary Frank, Vice-President
Kay Lowe, Recording Secretary
Robin Morris, Membership Secretary
Lou Ann O'Malley, Treasurer
Amy Mullen, Chair of the Board/Director

Dorene M. (Sue) Thompson, Director

The foregoing By-Laws were approved and adopted by the Board of Directors of 4RK9s, Inc. this 9th day of July, 2012.

Johnnette Ulch, President
Gary Warner, Vice-President
Lou Ann O'Malley, Treasurer
Paula Warner, Recording Secretary
Margaret Plascencia, Membership Secretary
Fran Roushar, Director
Diane Bradley, Director