

# **Lehigh Valley Kennel Club Code of Ethics**

I will become familiar with, and will abide by the rules of the American Kennel Club and the AKC Standard of my breed(s).

I will strive in my breeding program to improve the breed to conform more closely to the Standard.

I shall not engage in the wholesaling of litters or the selling of stock to such places as pet dealers, catalogue houses, or other commercial sources of distribution. Nor shall I engage in over-breeding of my own bitches for profit, I shall not engage in breeding with no regard for quality.

I will offer at public stud only those dogs, which in my judgment are an attribute to the breed and will allow their use only for pure-bred registered litters.

A puppy or adult showing a serious deviation from the Standard, rendering it unsuitable for breeding, shall be neutered or sold without papers. This shall be clearly understood by the buyer and I shall have a signed statement to that effect. All other puppies or adults shall be registered or eligible for registration with the AKC and the purchaser shall be provided with accurate and valid papers.

All puppies and adults shall be sold in a clean and healthy condition and shall be old enough to make the necessary adjustment to a new home safely. No adult or puppy shall be sold without adequate protection against disease.

I shall not use the Club for personal gain or profit.

In the event of a complaint lodged against me with the LVKC, I agree to extend my cooperation in the resolution of said complaint.

# **CONSTITUTION AND BY-LAWS**

## **LEHIGH VALLEY KENNEL CLUB**

### **CONSTITUTION**

#### **ARTICLE I**

##### **Name and Objectives:**

**Section 1** – The name of the Club shall be the Lehigh Valley Kennel Club, Inc.

**Section 2** – The objectives of the Club shall be:

- (a) To do all in its power to protect and advance pure-bred dogs and to encourage sportsman like competition at dog shows, obedience trials and all other AKC performance events.
- (b) To further the advancement of all pure-bred dogs.
- (c) To conduct dog shows and sanctioned matches under the rules of the American Kennel Club.
- (d) To provide canine education to the general public.

**Section 3** – The Club shall not be conducted or operated for profit and no part of any profit or remainder or residue from dues or donations to the club shall benefit of any member or individual.

**Section 4** – The Constitution may be amended in accordance with Article VII of the By-Laws.

# BY-LAWS

## ARTICLE 1

### Membership

#### Section 1 – Eligibility

(a) There shall be three types of regular memberships 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 purpose of the Club.

1.) **Individual membership** is open to all persons eighteen years of age and older.

2.) **Household membership** is offered to any two (2) individuals the same household. Each household member who has completed the membership process is entitled to vote. Each household member shall have the right to hold an elected position.

3.) **Life memberships** may be granted to a person who has rendered a distinctly valuable service to the Club and has continuous regular membership for at least twenty (20) years. Life members shall be exempt from dues and shall enjoy all the privileges of the Club.

(b) **Junior Membership** is open to persons twelve to seventeen years of age who are in good standing with the American Kennel Club and who subscribe to the purpose of the Club. An eligible junior member must be a son, daughter, brother, sister, stepson, stepdaughter, stepbrother or stepsister of a regular member; upon reaching his/her eighteenth birthday, at which time the junior has the opportunity to become an individual member and begin paying membership dues. Also upon reaching the age of eighteen years of age, the junior member will have one year to decide whether to become an individual member. Junior memberships may not vote or hold office but shall enjoy all other privileges of the Club.

(c) While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in the immediate area.

## **Section 2 – Election to Membership**

- (a) Each application for membership shall be submitted on a form approved by the board of Directors and which shall provide that the applicant agrees to abide by this Constitution and By-Laws, the rules of the American Kennel Club, and the current “Code of Ethics” of the Club. The application shall carry the endorsement of two members in good standing for at least one year. Husband and wife may not sign as two members.
- (b) Candidates for membership shall be voted on by the Club at a regular meeting, a 75% vote of those present and voting is necessary to elect. All applications for membership shall be made to the membership chairperson in writing by the applicant. Any applications not approved by the membership chairperson shall be presented to the Board of Directors automatically by the committee for final action within thirty (30) days of the disapproval. The Board may either reject or accept the applicant. In the event the Board upholds the membership chairperson’s recommendation, the candidate’s sponsors may appeal the Board’s decision directly to the Club and the Club may elect to override the membership chairperson and the Board’s rejection of the application and allow the application to proceed by a favorable vote of 75% of those present and voting at the next regular meeting of the Club at which there is a quorum after the mailing of the letter of rejection by the Corresponding Secretary via certified mail.
- (c) Candidates for membership who have been rejected by the Club may reapply six months after such rejection.
- (d) Candidates for Life Membership may be proposed in writing by a member in good standing or recommended to the Board of Directors, listing the reasons for proposal. Upon the approval of the Board, his/her Life Award will be presented at the following Awards Banquet.

## **Section 3 – Dues**

Membership dues shall be recommended for the ensuing year by the Board of Directors no later than the March Board Meeting.

There shall be two classifications of dues: individual and household members. The Board's recommendation shall be voted on at the October general meeting. Dues will be paid on a calendar year basis, payable by June 30<sup>th</sup>. Anyone joining after February 1<sup>st</sup> will pay the prevailing regular dues, however, the monies will also apply to the following year's dues.

#### **Section 4 – Termination of Membership**

- (a) **Resignation.** Any member in good standing may resign from the Club upon written notice to the Corresponding 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 the calendar year.
- (b) **Lapsing.** A membership shall be considered as lapsed and automatically terminated if such member's dues remain unpaid by the first day of August, however, the Board may grant an additional period of 30 days to such delinquent members in meritorious cases. 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) **Expulsion.** A member may be terminated by expulsion as provided in Article VI of these By-Laws.

## **ARTICLE II**

### **Meetings and Voting**

#### **Section 1 – Club Meetings**

Meetings of the Club shall be held the first Thursday of every month except July and August unless otherwise designated, at a regularly scheduled location in the Allentown-Bethlehem-Easton area. No business will be conducted at the April Awards Banquet and the December Holiday Banquet. Written notice of each regular meeting shall be mailed and/or emailed at least five days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members in good standing. The Annual Meeting will be held in June.

## **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 meeting of the Board, or by the Corresponding Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such Special Meetings shall be held at such hour and place within the Allentown-Bethlehem-Easton area as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meetings shall be mailed and/or emailed to the entire membership by the Corresponding Secretary at least five days and not more than fifteen days prior to the date of the meeting, and no other Club business than that stated in the notice of the meeting may be transacted there at. The quorum for such a meeting shall be 20% of the members in good standing.

## **Section 3 – Board Meeting**

Meetings of the Board of Directors shall be held at such hour, date, and place within the Allentown-Bethlehem-Easton area as may be designated by the Board. At least six Board meetings shall be held each year. Notice of each meeting shall be mailed and/or emailed by the Corresponding Secretary to each Board member at least five days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

### ***Section 3a – Board Meeting via Teleconference or Videoconference***

*Board meetings may be held via teleconference or videoconference, in accordance with AKC policy, in the event of inclement weather or other such occasions as deemed necessary. The number of such meetings per year, shall not exceed the AKC limit.*

## **Section 4 – Special Board Meetings**

Special meetings of the Board may be called by the President or by the Corresponding Secretary upon receipt of a written request signed by at least three members of the Board. Such Special Meetings shall be held at such date, hour and place within the Allentown-Bethlehem-Easton area as may be designated by the person or persons authorized herein to call such meetings. Written

notice, including the time, place, and purpose of such meetings shall be mailed and/or emailed by the Corresponding Secretary to each Board member at least five days and not more than ten days prior to the date of the meeting, and no other business shall be transacted thereat. The quorum for such a meeting shall be a majority of the Board.

**Section 5 – Voting**

Every 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 is present. Proxy voting will not be permitted at any Club meeting or elections.

**ARTICLE III**

**Officers and Directors**

**Section 1 – Board of Directors**

The general management of the Club’s affairs shall be entrusted to the Board of Directors. The Board shall be comprised of:

- \* President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and AKC Delegate who are members in good standing in the Club and shall be elected for one year terms at the Club’s Annual Meeting.
- \* The new officers shall begin their duties July 1<sup>st</sup> following the Annual meeting in June,  
and conclude on June 30<sup>th</sup> of the following year.
- \* Four directors, two of whom shall be elected each year for a term of two years each.
- \* Immediate past president, who shall be a voting member of the Board.

**Section 2 – Officers**

The Club’s officers shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

**(a) President**

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 the President in addition to those particularly specified in these By-Laws. The President may also sign checks in the absence of the treasurer. He/she must be bonded in such an amount as determined annually by the Board.

**(b) Vice President**

The Vice President shall have the powers and shall exercise the duties of the President in the event of the President's death, absence, or incapacity.

**(c) Recording Secretary**

The Recording 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.

**(d) Membership and Records Chairperson**

The Membership and Records Chairperson shall keep a roll of members of the Club with their addresses and phone numbers, email addresses (when provided) and carry out other such duties as are prescribed in these By-Laws.

**(e) Corresponding Secretary**

The Corresponding Secretary shall have charge of all the correspondence, notify members of meetings, notify officers and directors of their election and carry out other such duties as are prescribed in these By-Laws.

**(f) Treasurer**

The Treasurer shall collect and receive all monies due or belonging to the Club and receipt thereof. He shall deposit same in a bank satisfactory to the Board in the name of the Club. The Treasurer shall be bonded in such amount as determined annually by the Board. His/her books shall, at all times, be open to inspection of the Board, and he/she shall render an account of all monies received and expended during the previous fiscal year at the Annual Meeting. The Treasurer shall submit the books to the auditing committee within two weeks after its appointment pursuant to Article V, Section 3 hereof.

### **Section 3 – Vacancies**

Any vacancies occurring on the Board during the year shall be filled until the next annual election by a majority vote of all the then members of the Board at its first regular meeting following the creation of such vacancy except that a vacancy of the President shall be filled automatically by the Vice President and the resulting vacancy in the office of the Vice President shall be filled by appointment of the Board. The vacancy that may occur after an immediate past president has served one year on the Board ex officio shall not be filled by appointment of the Board.

## **ARTICLE IV**

### **The Club Year – Annual Meeting – Elections**

#### **Section 1 – Club Year**

The Club's Operating year shall begin the first day of July and end on the 30<sup>th</sup> day of June. The Club's Fiscal Year shall begin the first day of January and end on the 31<sup>st</sup> day of December.

#### **Section 2 – Annual Meeting**

The Annual Meeting shall be held in the month of June at which time the officers, directors and AKC Delegate for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office on July 1<sup>st</sup> following the elections, and each retiring officer shall in turn, turn over to his successor in office all properties and records relating to that office within 30 days of July 1.

#### **Section 3 – Elections**

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for Directors and AKC Delegate who receive the greatest number of votes for such positions shall be declared elected.

#### **Section 4 – Nominations**

No person can be a candidate in a Club election who has not been nominated. During the month of February, the Board shall select a nomination committee consisting of five members and not more than one of whom may be a member of the Board. The Corresponding Secretary shall immediately notify the committee and it shall be his (her) duty to call a meeting which shall be held before the March Club meeting.

(a) The committee shall nominate at least one candidate for each office, AKC Delegate, and two candidates for the two other positions on the Board whose terms expire that year. After securing the consent of each person so nominated, the committee shall immediately report their nominations to the Corresponding Secretary in writing.

(b) Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall notify, before May 1<sup>st</sup>, each member in writing of the candidates so nominated.

(c) Additional nominations may be made at the May meeting by any member in attendance provided that the person so nominated does not decline when his name is proposed, and provided further, if the proposed candidate is not in attendance at the meeting, his proposer shall present to the Corresponding Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination from the Nominating Committee.

(d) Nominations cannot be made at the Annual Meeting or in any other manner than as provided in this section.

## **ARTICLE V**

### **Committees**

#### **Section 1 – Appointment of Committees**

The President may each year appoint, subject to the approval of the Board, standing committees to advance the work of the Club in

such matters as dog shows, trophies, annual prizes, membership and other fields which may well be serviced by committees. Special committees may also be appointed by the President, subject to the approval of the Board, to aid particular projects. All committees shall always be subject to the authority of the Board.

### **Section 2 – Termination of Appointees**

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 service has been terminated.

### **Section 3 – Audit**

On or before February first, the President shall appoint, subject to the approval of the Board, an auditing committee to audit the Treasurer's Books. This committee shall report to the Club membership at the Annual Meeting in June.

## **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 best interests of the Club and to pure-bred dogs. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of Twenty-five Dollars (\$25.00), which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting. 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 or to pure-bred dogs. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or to pure-bred dogs, 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 three weeks nor more than six weeks thereafter. The Corresponding 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 wishes.

### **Section 3 – Board Hearing**

The Board shall have complete authority to decide whether council 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 no 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 Board has reached a decision, its finding shall be put in written terms and filed with the Recording Secretary. The Corresponding Secretary in turn, shall notify each of the parties of the Board's 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 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 on his own behalf, although no evidence shall be taken at this meeting. The President shall read charges and the Board's findings and invite the defendant, if

present, to speak in his own behalf if he wishes. The members present shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of members present shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **ARTICLE VII**

### **Amendments**

#### **Section 1**

Amendments the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addresses to the Corresponding Secretary signed by 20% 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 membership with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

#### **Section 2**

The Constitution and By-Laws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for that 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.

#### **Section 3**

No amendment to the Constitution and By-Laws adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

## **ARTICLE VIII**

### **Dissolution**

## **Section 1 – Dissolution**

The Club may be dissolved at any time by the written consent of not less than 2/3 of the membership. 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 or any proceeds thereof nor any assets 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 and Meeting Procedure**

### **Section 1 – Order of Business at Club Meetings**

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:

- Minutes of the last meeting
- Report of the Corresponding Secretary
- Report of the Treasurer
- Reports of the Committees
- Unfinished Business
- Election of Officers and Board (Annual Meeting)
- Election of New Members
- New Business
- Reading of the guests
- Brags
- Adjournment

### **Section 2 – Order of Business at Board Meetings**

At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the Corresponding Secretary
- Report of the Treasurer
- Unfinished Business
- New Business
- Adjournment

**Section 3 – Meeting Procedure**

Subject to the provisions as contained herein, meetings of the Club shall be conducted in accordance with Robert’s Rules of Order, revised latest edition.

Approved by the American Kennel Club:

***PLACE DATE HERE***