

**PALMETTO OBEDIENCE TRAINING CLUB, INC.**  
**CONSTITUTION AND BY-LAWS**



*Effective May 2017*

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**STANDING RULES**

**STANDING RULES (*Condensed Form*)**

## **ARTICLE I NAME AND OBJECTIVE**

### **Section 1 – Name the Club**

The name of the Club shall be the Palmetto Obedience Training Club, Inc.

### **Section 2 – Objectives of the Club**

The objectives of the Club shall be:

- a) To strive for better control of all dogs.
- b) To educate the public by teaching them how to train their own dogs in classes in order to make their dogs better citizens.
- c) To create an appreciation on the part of the public of the value of trained, pedigreed dogs.
- d) To conduct Obedience Trials and Sanctioned Matches under the rules of the American Kennel Club.
- e) To further the advancement of all breeds of purebred dogs.
- f) To devote all profits accruing to the club to the above purposes or to make special bequests to such charitable or civic organizations as shall be approved by a two-thirds vote of those in attendance and voting at a Club meeting; and, under no circumstances, to pay a salary, fee, commission, or dividend to any member.

## **ARTICLE II MEMBERSHIP**

### **Section 1 – Eligibility**

#### **a) Method of Proposal**

Any individual who embraces the objectives of the Club, as outlined in Article 1 above, and is in good standing with the American Kennel Club, may be proposed and recommended in writing by two members of the Palmetto Obedience Training Club. The proposed member shall be approved by a two-thirds majority of the members present and voting at the meeting at which the prospective member is proposed. The Secretary will advise the membership of the name and biographical data in the notice of the applicable meeting.

#### **b) Family Members**

A member of the immediate family of a member in good standing with the Club, who embraces the objectives of the Club shall also be eligible for membership.

#### **c) Reinstatement**

Any former member in good standing may gain reinstatement as an active member by fulfilling the dues requirements at the time of application for reinstatement.

#### **d) Meaning of term "Good Standing"**

The term "good standing" shall be construed to mean that dues are paid and that one half of the meetings of the previous year, or one half of the meetings since the commencement of membership, shall have been attended.

**e) Junior Membership**

Members between the ages of eight and eighteen shall be considered Junior members. A Junior member is entitled to all rights and privileges of membership except those of voting and holding office.

**Section 2 - Termination of Membership**

**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. Dues obligations are considered a debt to the Club and they become incurred on the first day of July. No part of the annual dues shall be refunded to a resigning member.

**b) By Lapsing**

A membership shall be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the first day of June; however, the Board of Directors may grant, an additional period of grace 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) By Suspension**

A membership may be terminated by suspension as provided in Article VIII of this Constitution and By-Laws.

**Section 3 - Fees and Dues**

**a) Annual Dues**

Annual dues for membership shall be payable on or before the first day of June each year and will be pro-rated at one-half of the Annual Dues for persons joining the Club after January 1 and before July 1 of each year.

**b) Dues Notices**

A notice shall be mailed by the Treasurer on or before May 1 of each year to every member of the Club informing them of the amount and due date.

**ARTICLE III  
BOARD OF DIRECTORS**

**Section 1 – Membership of Board of Director's**

**a) Composition of Board**

The Board of Directors shall be comprised of the President, the Vice President, the Secretary, the Treasurer, the Training Director, and the Immediate Past President, plus one Board Member at Large for each fifteen (15) Club members to be determined by the number of Club members at the time the Nominating Committee proposes the slate of officers.

**b) Disqualification**

No person may serve on the Board of Directors who is not in good standing with the Club.

## **Section 2 – Authority**

### **a) Club Management**

The management of the Club's Affairs shall be entrusted to the Board of Directors, which shall from time to time make regulations in accordance with the powers given by the Constitution and By-Laws.

### **b) Appointment of Training Director**

The Board of Directors shall appoint a Training Director, who shall, automatically become a member of the Board of Directors if already not so elected.

## **Section 3 – Duties**

### **a) Board**

Members of the Board of Directors shall carry out, the duties assigned to them.

### **b) Training Director**

The Training Director shall be in direct charge of and responsible for all phases of the Club's Obedience Training activities, subject however, to the final authority of the Board of Directors. The Training Director may appoint a training committee of such assistant trainers as is necessary and desirable, such assistant trainers being responsible only to the Training Director.

## **Section 4 – Meetings**

The Board of Directors shall hold meetings as required at the discretion of the Chairman of the Board, or upon the written request of two or more members of the Board.

## **Section 5 – The Chairman of the Board of Directors**

The President shall fulfill the duties of the Chairman of the Board of Directors and shall preside at all meetings of the Board, carrying out the duties pertaining to that office. Should the President be absent, the Vice President, or, in his absence, the Secretary, shall preside and shall have the full powers of the Chairman at such meeting.

## **Section 6 – Term of Office**

The term of office shall be for a period of one year.

## **Section 7 – Vacancies**

Any vacancy occurring on the Board or among the offices 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 occurrence of such vacancy, or at a special Board meeting called for that purpose; except that a vacancy in 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 Board.

## **Section 8 – Quorum**

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

## ARTICLE IV OFFICERS

### Section 1 – Officers

The officers of the Club, who shall be members of the Board of directors, shall be the President, the Vice President, the Secretary and the Treasurer. These officers shall be elected by a majority vote of the members in good standing of the Club who are present at the Annual Meeting as provided in this Constitution and By-Laws.

### Section 2 – Presiding Officer

The President, or in his absence the Vice President, or in his absence, the Secretary, shall preside at all meetings of the Club, and shall have the power to call special meetings.

### Section 3 – Eligibility

- a) No person may serve as an Officer of the Club who is not in good standing with the Club.
- a) No person shall hold the same elected office for more than two (2) consecutive terms, except the office of Treasurer.

### Section 4 – Term of Office

The term of office for each officer shall be one year.

### Section 5 – Duties of Officers

#### a) President

The President shall preside at all meetings of the Club and shall have the duties and powers normally pertinent to the office of President, in addition to those particularly specified herein. At the first meeting of the Board of Directors after election, the President shall, with Board approval, appoint committees and designate the respective chairmen thereof.

#### b) Vice President

The Vice President shall have the powers and exercise the duties of the President in the case of the President's absence. The Vice President shall exercise the specific duty of the Trial Committee Chairman.

#### c) Secretary

The Secretary shall keep a record of all meetings of the Club and of the Board of Directors, and of all matters of which a record shall be required by the Club, including attendance of members. The Secretary shall have charge of the correspondence, notifying Officers and Directors of their election to office, notifying Officers of meetings of the Board of Directors, and keep a record of the members of the Club with their addresses, and carry out such duties as are prescribed herein.

#### d) Treasurer

The Treasurer shall collect all monies due and belonging to the Club and give receipt therefore, and make all disbursements in the name of the Club. The Treasurer shall mail notices of annual dues. The Treasurer shall deposit all monies in such bank as shall be designated by the Board of Directors in the name of the Club. The Treasurer's books shall at all times be open to inspection by the Board of Directors, and at the Annual Meeting of the Club, and at such other times as the Board of Directors may require an account of all monies received and expended during the previous year. The Treasurer's books shall be turned over to the Chairman of the Audit Committee at the end of the Fiscal Year. The Treasurer shall be bonded at the expense of the Club for such amount as the Board may designate.

**e) Alternate Disburser**

Immediately upon assuming office, the Board as a whole, shall designate an Alternate Disburser of the Club's monies. This person shall act only in case of the incapacity of the Treasurer to perform his duties. In case of the resignation or death of the Treasurer, the Alternate Disburser will perform the Treasurer's duties until the vacancy has been filled by the Board of Directors. The Alternate Disburser shall be bonded at, the expense of the Club for such amount as the Board may designate at the same time that the Treasurer is bonded.

**Section 6 – Removal of Officers**

Officers may, for failure to comply with this Constitution and By-Laws, be removed from office by a two-thirds vote of the Board of Directors.

**Section 7 – Vacancies**

Any vacancy, for whatever reason, occurring in the slate of officers shall be filled by that person nominated and confirmed by a vote of two-thirds of the Board of Directors, and further confirmed by a majority vote of the membership at the next scheduled general Club meeting following the date of the vacancy. Such officer shall hold office until the end of the original term for the office he is filling. In case of a vacancy being that of President, the Vice President shall succeed to that office. In the event of the temporary incapacity of the Treasurer, the Alternate Disburser shall assume the duties of that office.

**ARTICLE V  
CLUB MEETINGS**

**Section 1 – Annual Meeting**

**a) Election of Officers**

Officers shall be elected at an annual meeting to be held each May as provided in Article VI of this Constitution and By-Laws, and shall take office at the beginning of the July meeting of the Club. Retiring officers shall turn over to their successors in office all properties and records relating to that office at the July meeting of the Board of Directors.

**b) Voting**

Voting at the Annual Meeting shall be restricted to members in good standing who have attended one-half of the meetings in the previous twelve months or one-half of the meetings held since becoming a member if the period of membership is less than twelve months. Proxy voting will not be permitted at any Club election or meeting.

**Section 2 – Regular Meeting**

Regular meetings of the Club shall be scheduled at such hour and place as may be designated in the Standing Rules Attached hereto.

**Section 3 – Called Meetings**

Special meeting of the Club may be called by the President or by a majority of the Board of Directors present at any Board Meeting.

## **ARTICLE VI ELECTION OF OFFICERS**

### **Section 1 – Nominations**

At least six weeks prior to the Annual Meeting, the President shall nominate one member of the Board of Directors as Chairman of the Nominating Committee, together with two other members of the Club, whose duty it shall be to nominate candidates for the offices of President, Vice President, Secretary, Treasurer, and Board Members at Large. The Nominating Committee shall obtain the acceptance of the nominated candidate for office and shall report its nominations in writing to the Secretary of the Club at least thirty (30) days prior to the Annual Meeting and said Secretary shall forthwith notify in writing each member of the Club of the names of the candidates so selected.

### **Section 2 – Additional Nominations**

Any member eligible to vote at the Annual Meeting shall have the right to nominate a candidate for any office. However, such nominations must be in writing and must contain the signatures of two members eligible to vote at the Annual Meeting and also the signed acceptance of the nominated candidate for such office. Said written nomination must be in the hands of the Secretary within fifteen (15) days prior to the Annual Meeting and the Secretary shall forthwith notify all Club Members of such additional nominations

### **Section 3 – Election**

Voting will be by secret ballot. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. Where there are more than two nominees, and the leading candidate has not received a majority of all votes cast, a second ballot will be held immediately, limiting the nominees to the two receiving the highest number of votes in the previous balloting.

## **ARTICLE VII COMMITTEES**

### **Section 1 – Obedience Trial Committee**

The Vice President shall, with Board approval, select as many members as are required to fulfill the duties of the club Obedience Trial Committee. This Committee shall be in direct charge of and responsible for all phases of the Club's sanctioned matches and licensed Obedience Trials; subject however, to final authority of the Board of Directors.

### **Section 2 – Audit Committee**

Immediately upon assuming office, the President shall appoint an Audit Committee consisting of a Chairman and two other members in good standing, whose duty it shall be to complete the audit in return the books to the new Treasurer within thirty (30) days.

### **Section 3 – Other Committees**

Such other committees as are needed to made be appointed, and their Chairmen designated by the President.

## **ARTICLE VIII 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 proffer charges against the member for alleged misconduct prejudicial to the best interests of the Club or the Sport. Written charges with specification must be filed in duplicated with the Secretary together with a deposit of \$20.00 which shall be forfeited if such charges are not sustained. The Secretary shall promptly notify the Board which shall meet and set a date for a Board Hearing not less than three weeks, nor 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 own defense and bring witnesses if he wishes.

### **Section 3 – Board Hearing**

The Board of Directors shall have complete authority to decide whether counsel may attend the hearing, but both the complainant and the defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and the defendant, the Board may by a majority vote of those present, suspend the defendant from all privileges of the Club. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary shall in turn notify each of the parties of the Board's decision and penalty, if any.

## **ARTICLE IX AMENDMENTS**

### **Section 1 – Amendments to Constitution and By-Laws**

The Constitution and By-Laws may be amended by a majority vote of the Board of Directors; provided however, that the proposed amendment, is embodied in the written call for the meeting at which a vote on the amendment is to be taken, and the call is mailed to each member of the Board within ten (10) days of such meeting. Such amendments shall be approved by a majority vote of the membership at the next scheduled meeting.

## ARTICLE X MISCELLANEOUS

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

The order of business at Club Meetings, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of the Last Meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of the Committees
- Unfinished Business
- Election of Officers (at Annual Meeting)
- New Business
- Adjournment

### Section 2 – Parliamentary Procedure

The Rules of Parliamentary Procedure contained in the current edition of Robert's Rules of Order, Revised, shall be the authority governing parliamentary procedure at all meetings of the Club, subject to existing law and this Constitution and By-Laws.

### Section 3 – Fiscal Year

The Club's Fiscal Year shall begin on the first day of July and end on the 30th day of June.

### Section 4 – Annual Awards

At the Annual Meeting or on an appropriate date following the Annual Meeting, the Palmetto Obedience Training Club, Inc. will present an engraved award to each member for each obedience title completed during the preceding fiscal year.

#### a) Eligibility

To be eligible for an award, a person must be a member of the Palmetto Obedience Training Club, Inc. at the time the dog finishes the title.

#### b) Eligibility

To be eligible for an award, a dog must be owned and trained by a club member in good standing.  
(Adopted March 14, 1982)

# **PALMETTO OBEDIENCE TRAINING CLUB, INC.**

## **STANDING RULES**



*Updated 2023*

## PALMETTO OBEDIENCE TRAINING CLUB STANDING RULES

1. **A rule concerning a Club member who brings an outsider's dog through classes:**  
If a Club member brings an outsider's dog to class, then the owner of the dog must pay the regular class fee.
2. **A rule concerning dogs without CD's enrolling in the Club's Open Classes:**  
In order to bring a dog to the Open Class, that dog must have a CD title.
3. **Members must keep their dogs clean and properly groomed in classes and at any time when appearing in public as representatives of the Club. Members must exercise caution at all times to be sure their dogs are under complete control so as not to endanger other trainers or dogs. Members are responsible for picking up after their dogs no matter where they are.**
4. **A rule concerning Club equipment:**  
Club equipment is not to be loaned to anyone at any time. Payment for supplies or equipment sold to anyone, whether or not a Club member, must be received before the item is given to the purchaser.
5. **A rule concerning guests:**  
Members may invite guests to attend meetings.
6. **Requirements for Membership:**  
The applicant **must** have either attended the 9 weeks Palmetto Obedience Training Club (POTC) Canine Good Citizen (CGC) training class, or attended 6 weeks of another POTC training class, before a membership application can be presented. The application **must** be endorsed by two (2) club members. *The application **must** be read at the next meeting. The proposed member shall be approved by a two-thirds majority vote of the members present and voting at the meeting. The new membership will be announced in the minutes of the meeting.*
7. **A rule concerning Club members who hold training classes on their own:**  
Any Club member holding personal obedience classes may not claim POTC or use it in any advertisement or publicity concerning such classes.
8. **A rule concerning gifts for ill Club members or at the death of a Club member or member's family.**  
Flowers or an appropriate memorial contribution (not to exceed \$50) should be sent upon the death of a member or a member of the immediate family - (i.e., mother, father, or children) whether or not living in the immediate household. A card will be sent upon the death of other close relatives as the Sunshine Chairman sees fit.
9. **A rule concerning trophy carryovers.**  
Trophy donations will **not** be carried over to next year's Palmetto Obedience Training Club trial and will revert to the trophy donors. Donors are responsible for picking the trophy after the trial.

## PALMETTO OBEDIENCE TRAINING CLUB STANDING RULES

- 10. A rule concerning annual awards.**  
POTC will give annual awards for any title (conformation or performance events) earned in a recognized kennel club (i.e., American Kennel Club, United Kennel Club, Bermuda Kennel Club, Canadian Kennel Club, etc.). A copy of the certificate must be furnished to verify the title and date earned. The owner must be a member of POTC at the time the dog finishes the title.
- 11. Any dog, either in training or attendance at any of our functions, will have proper certification of Rabies immunization on record.**
- 12. Standing rule concerning dog training.**  
Members are welcome to attend weekly training sessions for Rally and Obedience, starting at the Novice level, provided that they bring documentation substantiating valid immunization record of Rabies. Dogs must have a training collar and suitable leash. The owner/handler must be agreeable to clean the floor should his/her dog foul it. Dogs with aggressive tendencies or not meeting minimum cleanliness standards may be excused at the discretion of the floor training committee.
- 13. Palmetto Obedience Training Club does not allow any electric collars or shock collars at our facility or training classes.**
- 14. A rule concerning outsiders:**  
Outsiders will not be allowed to train in our facility unless attending a class or are approved by the Training Director and charged an appropriate fee.
- 15. In order to earn free class instruction, free Christmas dinner, free CGC tests, and earn yearly awards, each individual member will be required to do the following:**

  - (a) Attend at least 4 club meetings per year.
  - (b) Work at the POTC trial - members are expected to attend the trials and participate in this Club endeavor.
  - (c) Work at the POTC classes and/or POTC's events.
    - A sign-up sheet will be provided by the Event Chairman and members will be responsible for signing in.
    - At the classes, members will be required to bring *crates/confinements for their dogs*, so that they can help with class instruction and help with equipment set-up and take-down.
  - (d) Exceptions will be made at the discretion of the Board of Directors, i.e., Life Members, physical handicaps, or illness.
  - (e) Enforcement of these requirements will be made by the Board of Directors.

# **PALMETTO OBEDIENCE TRAINING CLUB STANDING RULES**

## **Amendment 11-07-2017**

### **Procedure for inducting new club members who have training experience.**

At the discretion of the training director, a prospective member who has earned titles on dogs or with advanced training experience in performance areas (Obedience, Rally or Agility) may be a candidate for membership in the Palmetto Obedience Training Club by participating in two (2) paid training sessions within a six-week period and by attending one (1) club meeting. The prospective member may then be presented with an application by the training director.

Upon receipt of a completed application, the club will vote on whether to accept them as a member. The applicant will not be present for the vote.

## **Amendment 01-26-2023**

### **Meetings**

If at some point in time, the club cannot have in-person meetings, the club can conduct meetings by phone or internet.

### **Term of Office**

Dually elected officers of the Palmetto Obedience Training Club may hold office until they resign or are voted out of office.

### **Voting**

In order to vote on any club policies members must be in good standing and must attend 5 meetings per year.

### **Training Classes**

A club member in good standing may bring a new puppy/dog through the puppy/CGC class once per year without charge, if room is available.

### **Working with other clubs**

When working with other clubs or individuals at POTC events, a contract will be required and approved by the Board of Directors.