

August 3, 2017

WOLVERINE DOG TRAINING CLUB CONSTITUTION

Article I – NAME

The name of the club shall be the "Wolverine Dog Training Club".

Article II -- OBJECTS

The objects of this Club shall be:

- a. To promote and further public interest in the obedience, agility and other training of all dogs, of all breeds - whether pet, companion or show and to support and encourage responsible dog ownership.
- b. To encourage adherence to high standards of conduct and to the rules and regulations set forth by the American, Canadian and United Kennel Clubs.
- c. To support and encourage the participation and sportsmanlike competition at all obedience trials, agility trials, rally dog trials, scent/nosework trials, all other types of dog trials, and fun matches.

Article III -- NON-PROFIT

The Club shall not be conducted or operated for profit and no part of any profits or residue from dues or donations to the Club shall inure to the benefit of any member or individual. Upon dissolution, the net assets of the Club shall be distributed to one or more organizations, to be selected by the members of the Club at the time of dissolution, as follows:

- a. The cash assets shall be distributed to organizations conducting veterinary research (such as Cornell University, Michigan State University) or canine public service organizations (such as Dogs For The Deaf, Leader Dogs For The Blind).
- b. The personal property (training equipment) shall be distributed to non-profit organizations conducting public education in dog obedience training (such as 4H Clubs).

Article IV -- BY-LAWS

The members shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

Constitution Adopted: March 1, 1957

Amended: January 1, 1974

Amended: January 1, 1977

Revised: December 5, 1979

Amended: June 10, 1987 (To agree with the "Articles Of Incorporation" on file with the State of Michigan.)

Amended: December 1, 2005

Amended: May 7, 2015

Amended: August 3, 2017

BY-LAWS

Article I – MEMBERSHIP

Section 1. ELIGIBILITY

There shall be five types of membership:

1. Junior Membership:

1. Open to all persons under 18 years of age that have taken three consecutive training classes and is sponsored by an “active” Club Member.
2. Parent must be an active member of the club at any level of membership.
3. Submission of an Application for Membership is required.

2. Associate Membership:

1. Open to all persons over 18 years of age who have taken three consecutive training classes and are sponsored by an “active” Club Member. Application voted on at a Monthly Club Meeting. Note: When a Junior Member becomes an associate member, up to one year of Junior Membership status shall be credited to the Associate Member status.
2. Submission of an Application for Associate Membership is required, per individual.

3. Senior Membership:

Open to Associate members upon written application and fulfillment of the following:

1. Two years of continuous “active” Associate Membership, AND
2. a. Completion of a performance title (either with WDTC or otherwise).
OR
b. Exceptions require written sponsorship from an “active” Life Member.
3. Submission of an Application for Senior Membership is required, per individual.

4. Life Membership:

Open to Senior members upon written application and the fulfillment of the following:

1. Five years of continuous “active” Senior membership, AND
2. a. Completion of either one full year as an officer of the Club
OR
b. Three years of service as committee chairs, committee member or lead trainer (not including apprenticeship) or any combination thereof.
3. Submission of an Application for Life Membership is required, per individual.

5. Auxiliary Membership:

1. Open to a household member of a present “active” Associate, Senior or Life Member. This person is not training a dog, but, if at any time, this member starts training a dog with this Club, the membership shall be automatically changed to Associate.
2. Submission of an Application For Membership (equivalent to Associate) is required, per individual.

6. New members shall be considered “active” at the time of membership approval, not before.

Section 2. A. ELECTION TO JUNIOR, AND/OR ASSOCIATE MEMBERSHIP

NOTE: Prior to submitting an application for membership, all persons shall attend at least one monthly club meeting. When the vote is to be held for their membership status, all applicants MUST be present at the meeting.

a. An applicant for Junior, and/or Associate Membership shall complete an application supplying the following information to the Club:

1. Name of applicant, address and phone number.
2. Registered name of dog, call name of dog, and breed of dog.

3. Documentation of three training classes completed.
4. Written sponsorship from an "active" Club Member.

- b. The application shall be submitted to the Vice President.
- c. Applicant can only be elected to Junior or Associate Membership at a monthly club meeting.
- d. Affirmative vote of 2/3 of the members present at the monthly club meeting.

Section 2.B. ELECTION TO SENIOR MEMBERSHIP

NOTE: When the vote is to be held for their membership status, all applicants MUST be present at the monthly club meeting.

- a. An applicant for Senior Membership shall complete an application supplying the following information to the Club:
 1. Name of applicant, address and phone number.
 2. Registered name of dog, call name of dog, and breed of dog.
 3. Documentation of the Performance Title or written sponsorship from an "active" Senior/Life Member.
 4. Documentation that applicant meets the eligibility requirements of Section 1.3 for Senior Membership.
- b. The application shall be submitted to the Vice-President.
- c. Applicants can only be elected to Senior Membership at a monthly club meeting.
- d. Affirmative votes of 2/3's of the Senior and Life members present at the monthly club meeting shall be required for election to Senior Membership.

Section 2.C. ELECTION TO LIFE MEMBERSHIP

NOTE: When the vote is to be held for their membership status, all applicants MUST be present at the monthly club meeting.

- a. An applicant for Life Membership shall complete an application supplying the following information to the Club:
 1. Name of applicant, address and phone number.
 2. Registered name of dog, call name of dog, and breed of dog.
 3. Documentation of the Performance Title and written sponsorship from a Life Member.
 4. Documentation that applicant meets the eligibility requirements of Section 1.4 for Life Membership
- b. The application shall be submitted to the Vice-President.
- c. Applicants can ONLY be elected to Life Membership at a monthly club meeting.
- d. Affirmative votes of 2/3's of the Life members present at the monthly club meeting shall be required for election to Life Membership. If there are less than three life members at the monthly club meeting, the vote shall be postponed.

Section 2.D. ELECTION TO AUXILIARY MEMBERSHIP

NOTE: When the vote is to be held for their membership status, all applicants MUST be present at the monthly club meeting.

- a. An applicant for Auxiliary Membership shall complete an application supplying the following information to the Club:
 1. Name of applicant, address and phone number.
 2. Affirmative votes of 2/3s of the members present at the monthly club meeting shall be required for election to Auxiliary Membership.

Section 3. PRIVILEGES, RESPONSIBILITIES and DEFINITIONS OF MEMBERSHIP

The privileges, responsibilities and definitions of membership are for the benefit of the "active" member ONLY and does not extend to family/friends of the member, including children.

a. Junior Membership:

1. Annual Membership Dues
2. Reduced training fees per session
3. May not vote at monthly club meetings
4. May not hold office
5. May serve on a committee.

a. Associate Membership:

1. Annual Membership Dues
2. Reduced training fees per session
3. May vote at monthly club meetings.
4. May not hold office.
5. May serve on any committee.

b. Senior Membership:

1. Annual Membership Dues
2. Reduced training fees per session
3. May vote at monthly club meetings
4. May hold an office.
5. May serve on any committee.

c. Life Membership:

1. No training fee.
2. All of the privileges of Senior Membership.
3. No Annual Membership Dues

d. Auxiliary Membership:

1. Annual Membership Fee
2. Pays no training fees
3. Does not train a dog.
4. May vote at monthly club meetings if membership is "active".
5. May not hold office.
6. May serve on any committee.

e. Definition of "Active" Membership

1. All applicable Dues and Fees must be timely paid. (See Section 5)
2. Must attend at least 50% of the monthly club meetings during the preceding 12 months or 50% from the date of membership approval for new members of less than 12 months EXCEPTION: TRAINERS: Trainers must attend at least one monthly club meeting and 50% of trainer meetings. Attendance will be reported to the secretary.
3. No later than December 1 of each year, the board will define the requirements of an active member for the following calendar year. Each member must meet the minimum requirements set by the board and is responsible for tracking their participation and sending the notification to the Vice President of all participation in club activities to maintain their active status.
3. Any member who does not meet the participation requirements and dues shall be determined to be "inactive" and will be notified by the Vice President of their status. The member will not be eligible for any of the privileges and responsibilities as defined in Section 3 for six months. "Non active" members shall not hold office, be elected to office, vote at monthly club meetings are not eligible for reduced training fees.
4. Any Associate, Auxiliary, or Senior Member whose membership becomes "non-active" returns to "active" status after submitting a letter to the Vice President requesting reinstatement with rationale and payment of any appropriate dues and training fees and attending one additional monthly club meeting.

Section 4.A TRAINING PRIVILEGES and RESPONSIBILITIES for Members & Non-Members

- a. Individuals enrolled in training must be 14 years old or older and physically able to restrain their dog. Exceptions to be voted upon by the Training Director and the trainers. If a dog in training is determined to be reactive, the appropriate Training Director shall be notified and shall approve for the dog's continued training at

WDTC.

- b. The Club shall have no liability for any damages incurred to persons, animals, or property. Waivers must be signed by all individuals enrolling in the training classes each year.
- c. Junior and Associate Member are entitled to pay a reduced fee. (See Section 5.)
- d. A Senior Member is entitled to pay a reduced fee for training. (See Section 5.)
- e. A Life Member is entitled to train without paying any fees. (See Section 5.)
- f. Responsibilities for all individuals: All dogs shall be inoculated against DHLPP and rabies as well as a negative heartworm and negative intestinal parasites and other appropriate verifications on the class application. Bordatella vaccines (for kennel cough) are highly encouraged. Rabies vaccination is not required for dogs under 6 months old.

Note: The Training Director and/or class instructor may request verification of the above at any time for returning students.

Section 4.B Trainers

- a. Trainers, lead and all assistant/apprentice trainers shall be approved by the appropriate Training Director.**
- b. A person must train as an apprentice in a specific discipline for a 12 month period or 7 sessions.**

Section 5. DUES and FEES

- a. Training Fees:
 - 1. All Training Fees are determined by the board of Wolverine Dog Training Club.
 - 2. Where applicable, prorating of Fees may apply. See current Fee List.
 - 3. All "foster" and "service" dogs students, must submit an application to the registrar for approval prior to attending class. The student shall provide documentation as to the validity of the dog's status of either "foster" or "service".
- b. Non-members:
 - 1. Initial Training Fee followed by Session Fees.
 - 2. Session Fees are payable on or before the first class of each session.
 - 3. Where applicable, prorating of Fees may apply. See current Fee List.
- c. Junior and Associate Members:
 - 1. Initiation Fee shall be \$25.00 per individual (refundable if membership is denied).
 - 2. Annual Dues of \$25.00. (Initiation Fee will count as dues for the year if membership accepted.)
 - 3. Annual Dues shall be payable by January 1st of each year.
 - 4. Session Training Fees shall be less than non-member fees and payable on or before the first class of each session. See current Fee List.
- d. Senior Members:
 - 1. Initiation Fee shall be \$50.00.
 - 2. Annual Dues of \$50.00. Initiation fee shall count for the year membership is approved.
 - 3. Annual Dues shall be payable by January 1st of each year.
 - 4. Session Training Fees shall be less than associate member fees and payable on or before the first class of each session. See current Fee List.
- e. Life Members:
 - 1. One Time Individual Fee of \$100.00 shall be payable at the time of application for Life Membership.
 - 2. No Training Fees except for Special Classes or Events

- f. Auxiliary Members:
 - 1. Initiation Fee shall be \$25.00 per individual (refundable if membership is denied).
 - 2. Annual Dues of \$5.00. (Initiation Fee will count as dues for the year if membership accepted.)
 - 3. No Training Fee since not training a dog.
- g. Trainers Fee:
 - 1. Trainers/Leaders or Assistant trainers receive one free class per class they instruct within 12 months of teaching a class. Any disputes will be decided by the appropriate Training Director.
 - 2. Apprentice trainers receive a 50% deduction for a class.
- h. Special Classes or Events
 - 1. Fees for Special Events will be determined by the Board.
 - 2. All Members are subject to payment in full, including Life Members. No discounts will be applied to special events based on membership level unless approved in advance by the board.
- i. Re-Instatement Fee:
 - 1. The Re-Instatement Fee for terminated members is payable at the same time as the request for membership re-activation.
 - 2. The Re-Instatement Fee is equivalent to the Annual Dues for the membership level.
 - 3. Refundable if the request is denied.

Section 6. LEAVES OF ABSENCE

- a. A Leave Of Absence will be granted upon written request by the member which must be submitted to the Club.
- b. The request will be presented and voted upon at a monthly club meeting.
- c. All Fees and Debts to the Club must be cleared in order for the leave to be granted.
- d. If the leave is granted by the Club:
 - 1. The Re-Instatement Fee will be waived.
 - 2. All Fees which would have accrued during the leave are waived.

Section 7. 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.
- b. By Lapsing: Any member whose membership status has been "non-active" for one full year shall be considered as lapsed and may be terminated unless a Leave Of Absence has been granted by the Club.
- c. By Expulsion: Any member may be expelled by a 2/3's vote of the "active" members present at a monthly club meeting after a "hearing". (See Article VI, Sections 2 & 3).

Section 8. RE-INSTATEMENT OF MEMBERSHIP

- a. After a Termination Of Membership, a written request accompanied by the Re-Instatement Fee, must be submitted to the Club and voted upon by the General Membership. An affirmative vote of 2/3's of the "active" members present at the monthly club meeting shall re-instate a membership. If membership is denied, the Re-Instatement Fee shall be refunded.
- b. After a Termination Of Membership, the re-instated member shall be considered "non-active" until such time as they have
 - 1. Paid any applicable Training Fees, and
 - 2. Attended two additional monthly club meetings
- c. After a Leave Of Absence, the re-instated member shall be considered "non-active" until they have paid any applicable prorated Membership fee.
- d. The level of membership remains the same when an individual is re-instated. (i.e., Associate remains Associate; Senior remains Senior; and Life remains Life.)

Article II -- MEETINGS

Section 1. ANNUAL MEETING

- a. The Annual Meeting of the Club shall be held in November.
- b. The Quorum for the Annual Membership Meeting shall be two officers and three additional "active" Senior and/or Life Members.
- c. The Election of Officers for the next year shall occur at this meeting.

Section 2. MONTHLY CLUB MEETINGS

- a. Monthly Club Meetings shall be held during the first week of each month, if possible.
- b. The Quorum for a monthly club meeting shall be two officers and three additional "active" Senior and/or Life Members.

Section 3. TRAINERS MEETINGS

- a. Trainers Meetings shall be held at the discretion of the Training Director.

Section 4. SPECIAL MEETINGS

- a. Special Club Meetings shall be called by:
 1. The President; or
 2. A majority vote of the "active" Senior and Life Members present at a monthly club meeting; or
 3. The Secretary upon receipt of a petition signed by ten percent (10%) of the "active" Senior and Life Members.
- b. Such a meeting shall be held within thirty (30) days.
- c. Written notice of such meeting shall be mailed by the Secretary to all "active" Members at least 14 days prior to the meeting.
- d. The notice of the meeting shall state the purpose of the meeting and no other Club business may be transacted.
- e. The Quorum for such a meeting shall be two officers and an additional twenty percent (20%) of the "active" Senior and Life Members.
- f. All "active" Members (all levels) are eligible to vote.

Article III -- OFFICERS

Section 1. OFFICERS AND DUTIES

The Board of officers for the club shall consist of the President, Training Directors (Agility and Obedience/Scent), Vice-President, Secretary, and Treasurer. They shall serve in their respective capacities with regard to the Club and its meetings and carry out their duties as prescribed in these By-Laws. An officer may be removed from their office if he/she fails to perform their duties. A vote by the Board of officers by 2/3 is necessary.

- a. The President shall preside at all meetings of the Club and shall have the duties and powers normally appurtenant to the office of president, in addition to those particularly specified in these By-Laws.
- b. The Training Directors (Agility and Obedience/Scent) shall be responsible for the following duties:
 - (1) Appoint Trainers and Training Assistants/Apprentices
 - (2) Ensure all training classes are fully supported and scheduled appropriately
 - (3) Shall be in charge of all training activities of the Club.

- c. The Vice-President shall be responsible for the following duties:
 - (1) Have the duties and exercise the powers of the President in the case of the President's death, absence or incapacity.
 - (2) Shall maintain all membership records and publish changes as necessary
 - (3) Shall be responsible for all show scores/results required for plaques/awards.

- d. The Secretary shall be responsible for the following duties:
 - (1) Notify club members of upcoming monthly club meetings,
 - (2) Keep a written record of all monthly club meetings including votes taken of the Club. The minutes of the monthly club meeting shall be sent out to the membership 7 days prior to the next monthly club meeting.
 - (3) Take attendance at the monthly club meetings
 - (4) Be responsible for all of the correspondence of the Club
 - (5) Conduct a Roll Call at all monthly club meetings.

- e. The Treasurer shall be responsible for the following duties:
 - (1) Collect and receive all monies due or belonging to the Club and deposit the same in a bank in the name of the Club
 - (2) Ensure all checks drawn on the Club account are to be signed by the authorized signers, for example, the Treasurer, or President. The Treasurer and President shall be authorized signers on the bank accounts at all times. Additional officers may be added as necessary.
 - (3) Ensure that no expenditures over \$250.00 may be contracted from the treasury without a majority vote of the members present at the monthly club meeting, exceptions are monthly operating expenses (rental, phone, etc.) or emergencies.
 - (4) Ensure that the books shall at all times be open to inspection by the club member
 - (5) Shall report at every monthly club meeting of the Club the condition of the Club's finances and every item of receipt or payment not before reported. A request for inspection can be submitted in writing by any club member to the Board and reasonable efforts will be made to provide appropriate documentation in a timely manner. The books shall include any and all documents, electronic or otherwise, that are used to maintain the financial records including but not limited to bank account statements, electronic record keeping files and invoice copies.
 - (6) Receive the Volunteer Participation Sheets from members and reports to the Board who meets the requirements to maintain their "active" status.

Section 2. UNIQUENESS

No member may hold more than one elected office during any one fiscal year.

Section 3. VACANCIES

Any vacancies occurring among the officers during the year shall be filled until the next election by a majority vote of the members present at the monthly club meeting; except that a vacancy in the office of president shall automatically be filled by the Vice-President and the resulting vacancy in the office of vice-president shall be filled by a vote.

Article IV -- VOTING and ELECTIONS

Section 1. CLUB YEAR

The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December.

Section 2. VOTING

At the Annual Meeting and Monthly Club Meetings, all members who are present at the meeting are eligible to vote unless specified elsewhere herein.

Section 3. ANNUAL ELECTIONS

The election of officers shall be conducted at the Annual Meeting and nominees shall be limited to "active" Senior/Life

members only. Primary balloting shall take place when two or more candidates have been nominated for any one office. In the event that only one candidate is nominated for an office, they shall be declared elected, and no further balloting will be required. The order for the offices shall follow the order listed under Article III, Section 1. Junior and Auxiliary members cannot vote at the annual meeting – See Article 1, Section 3, paragraph d.

Section 4. ELECTED TERMS

Terms of all elected offices shall correspond with the Club Year.

Article V -- COMMITTEES

Section 1. REASON FOR COMMITTEES

The President may appoint committees to advance the work of the Club in such matters as membership, dog shows, publications, education and other fields which may well be served by a committee. Special committees may also be established for special projects.

Section 2. DURATION

All appointments shall correspond to the Club Year unless terminated by the President.

Section 3. ANNUAL AUDIT COMMITTEE

The Annual Audit must be completed by the 31st day of December and consist of at least three Senior and/or Life Members.

Article VI -- DISCIPLINE

Section 1. KENNEL CLUB SUSPENSION

Any member who is suspended from the privileges of the Kennel Club (American, Canadian, United or States) shall automatically 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. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00, which shall be forfeited if such charges are not sustained by the membership following a hearing. The Secretary shall notify the President to set a date for the hearing of not less than three weeks or 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.

If an officer is found to have been negligent in their duties, please see Article III, Section 1.

Section 3. HEARING and PUNISHMENT

Should the charges be sustained after hearing all the evidence and testimony presented by the complainant and the defendant, the "active" members present at this hearing may by a majority vote suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. If the membership deems that punishment insufficient, they may vote for expulsion, by secret written ballot. A 2/3's vote of those present and voting shall be necessary for expulsion.

Note: A "hearing" is considered a "Special Meeting" and the procedures set forth in Article II, Section 4 shall be followed.

Article VII -- AMENDMENTS

Section 1. WRITTEN PETITION

Amendments to the Constitution and By-Laws may be proposed by written petition signed by twenty percent (20%) of the "active" members. Amendments proposed by such a petition shall be voted upon within three months of the date when the petition was received by the Secretary.

Section 2. METHOD and VOTE

The Constitution and By-Laws may be amended at any time provided a copy of the proposed amendment and the date of the monthly club meeting have been mailed to each "active" member. The favorable vote of 2/3's of the "active" members present at the monthly club meeting shall be required to effect any such amendment.

Article VIII -- ORDER OF BUSINESS

Section 1. ORDER

At the monthly club meetings of the Club, the order of business so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call of "active" members
- Minutes of last monthly club meeting
- Report of President
- Report of Treasurer
- Report of Training Directors (Agility and Obedience/Scent)
- Report of Secretary
- Report of Vice-President
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

Section 2. RULES

Roberts Rules of Order shall be supported at all Monthly Club Meetings.

- By-Laws Adopted March 1, 1957
- Amended January 1, 1974
- Amended January 1, 1977
- Revised December 5, 1979
- Amended February 1, 1982
- Amended June 5, 1985
- Amended February 4, 1987
- Amended June 10, 1987
- Amended June 1, 1988
- Amended November 5, 1997
- Amended December 1, 2005
- Amended November 1, 2006
- Amended May 7, 2015
- Amended August 3, 2017