
ITHACA DOG TRAINING CLUB

CONSTITUTION AND BY-LAWS



Adopted June, 1974
Revised November, 1985
Adopted January, 1987
Revised April, 1989; Revised May, 1991
Adopted November, 1992
Revised December, 1996
Revised February, 2000
Adopted February, 2000
Revised January, 2005
Adopted January, 2005
[Revised, February, 2011](#)

ARTICLE I. Name and Objectives

SECTION A. The name of the organization shall be **THE ITHACA DOG TRAINING CLUB INC.** It shall be a nonprofit club.

SECTION B. The objectives of the Club are: to ~~provide a~~ educate the community by promoting responsible dog ownership and service that promotes better mannered dogs in the home and community by teaching people how to train their dogs more effectively; and to promote the sport of dogs in a humane and sportsmanlike manner. This will be accomplished by sponsoring pertinent meetings, instructional seminars, ~~obedience and other~~ training classes and fun matches. In addition, the Club may sponsor obedience companion or performance trials guided by the rules of the American Kennel Club Inc. and ~~or other similar organizations~~ United Kennel Club.

SECTION C. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual.

SECTION D. The Club shall sponsor obedience, agility and other training classes wherein handlers will be instructed in proper methods of training their dogs. Classes are open to all dogs, whether or not they are purebred. The person handling the dog must be 12 years of age or over, except in the case of members admitted under **Article II, Section B. Item 3**. Exceptions are made at the recommendation of the Training Committee. Fees charged for these training classes will be fixed by the Board of Directors.

SECTION E. Dogs showing vicious tendencies may be rejected from Club participation by the Board of Directors upon recommendation of the Training Committee.

ARTICLE II Membership

SECTION A. Membership is open to any trainer, at least 18 years of age:

1. Whose dog has successfully completed a beginner and intermediate obedience training course with the Club, Or
2. Whose dog has acquired a companion or performance title ~~at least one leg on a C.D. title~~, Or
3. Has received special approval from the Training Director.

SECTION B. ~~Dues are~~ Dues for membership shall be determined by the Board of Directors with the approval of the Club. ~~All dues are payable by January first of the coming year. Those remaining in arrears as of the Annual Meeting, typically convened in January of the coming year, shall be dropped from the Club. Reinstatements under this or any other circumstances shall be made at the discretion of the Board of Directors.~~ Dues shall be paid on a calendar basis beginning with the first day of the new year or as soon as reasonably practical thereafter.

Memberships:

0. Membership status may be either Active or Inactive. Active status is achieved when a member has met the activity requirements current at the time of renewal. New members are considered to be Active for a period of one year after joining.

1. Adult membership types are Individual and Household (two adults at the same address). Children of Individual or Household members, age 12 years but under 18, may train at no charge.
2. Junior Membership shall be available to children, age 12 years but under 18, whose parents/guardians are not members of the Club. Such membership shall be at 1/2 Individual membership fee and carry no voting privileges. Applications for such memberships must include birth date and be signed by a parent or legal guardian. Upon reaching the age of 18, Junior members must apply for Adult membership.
3. Junior Membership shall also be available to children under 12 years of age who are members of 4-H, and training at the novice level or above and who have the approval of their 4-H instructor, the IDTC Training Director and the class instructor.
4. Provisional membership status prior to election shall be available to trainers who have either just completed an intermediate obedience training course or received special approval from the Training Director, and from whom the Treasurer has received an application and full year dues. (Handler may not train with the Club until the above is satisfied).
5. Life Memberships shall be awarded to active members who have faithfully performed a minimum of 10 years of meritorious service to Club. They shall have full membership privileges but pay no dues.

Selection:

A Life Membership committee consisting of five (5) active Life Members shall be appointed by the Board at the October meeting, and shall receive from the [Membership person](#)~~Treasurer~~ a list of those who have been members for 10 years or more. The committee, using the following guidelines, shall award that year's new Life Memberships, which are to be announced at the annual Awards Dinner and published in the January NEWSLETTER.

Guidelines:

In judging a 10-year member's service to the Club, the committee should take into account his/her significant contributions to one or more of the following categories of Club activities or responsibilities:

Training

(Training Director, Training committee member, Instructor, Assistant Instructor, Registrar, Phone Contact, Graduations, and Training Equipment)

Administration

(Officers or Board members)

Meetings

(Newsletter, Refreshments, Programs, and Clinics)

Public Relations

(Demonstrations - new classes /other, Drill Team, Nursing home visits, and Publicity)

Competition

(Trophies, Stewards, Point/Match Chairperson, Ring setup, Kitchen, and Registration)

Miscellaneous but important & often continuing jobs

(Library, Sunshine, Recorder, and Historian, [Yahoo, Facebook or Website administrators](#))

SECTION C. Application for Membership

1. Each applicant for membership in the Ithaca Dog Training Club shall apply on a form as approved by the Board of Directors, which shall provide that the applicant agrees to abide by these Constitution and By-Laws. The application shall include the name, address of the applicant, and date of birth if a junior.
2. All applicants shall pay full year dues.

3. Applications for membership shall be reviewed by the Board and a recommendation made before being presented to the membership.
4. All applications are to be filed with the Treasurer and each application is to be read at the first meeting of the Club following its receipt. At that meeting the application will be voted upon and affirmative votes of 3/4 of the members present and voting at that meeting, shall be required to elect the applicant.
5. Applicants for membership who have been rejected by the Club members may not reapply within six months after such a rejection.

SECTION D. Termination of Membership

Membership may be terminated:

1. 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.
2. By lapsing. ~~A membership will be considered lapsed and automatically terminated if a member's dues remain unpaid as of the Annual Meeting, typically convened in January. However, the Board may grant an additional 30 days of grace to delinquent members in special cases. In no case may a person whose dues are unpaid as of the date of that meeting be entitled to vote at any Club meeting. Members who fail to renew their dues within 60 days after they become due, shall be notified by the secretary, and, if payment is not made within the next succeeding 30 days, shall be reported to the Board as in arrears, and if so ordered by the Board shall be dropped from the rolls and thereupon forfeit all rights and privileges of members except as provided by the By-laws.~~

SECTION E. A "Member in Good Standing" is one whose dues are either paid or waived and who is not otherwise indebted to the Club.

ARTICLE III Meetings

SECTION A. There shall be a minimum of eight meetings per calendar year, commencing in January, on the fourth Tuesday of each month, except as decided otherwise by the Board, at a location as directed by the President. Written notice of such meeting shall be emailed or mailed no less than eight but not more than 15 days before the meeting. The January Annual Meeting shall be a closed meeting for the election of officers and for the transaction of other essential Club business; the Annual Meeting may be postponed due to inclement weather at discretion of the President. Other meetings shall be open to the public. Officers elected at the January meeting shall take office immediately upon the conclusion of the said January meeting and each retiring officer shall turn over to his successor in office all properties and records relating to that office. At all meetings of the membership, 10% of total membership in good standing shall constitute a quorum.

SECTION B. The Board of Directors will hold a meeting, preceding each regular business meeting. Written notice of such meeting shall be mailed no less than eight days and not more than 15 days before the meeting. At meetings of the Board, six members constitute a quorum.

SECTION C. Special meetings of the Club may be called by the President or the Board of Directors, or the Secretary upon the receipt of a petition signed by 20% of the members of the Club who are in good standing. Written notice of such meeting shall be mailed no less than eight but not more than 15 days before the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted therein.

SECTION D. Special Board Meetings: Special meetings of the Board of Directors may be called by the President, or by at least five members of the Board of Directors. Such special meetings shall be held at a location, date and hour designated by the President or by the person authorized herein to call such a meeting. The Secretary shall mail written notice of such meeting at least five days prior to the date of the meeting. Telephone or email notice may be made at least two days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted herein. A quorum for such a meeting shall be six.

ARTICLE IV Directors and Officers

SECTION A. The Board of Directors shall be the officers of the Club and 5 members to be elected by the Club. Directors shall be elected annually, at the first meeting of the year. Two directors shall be elected each year for a two year term. One director shall be elected each year for a one year term. The one year term director must be a new member who graduated from an elementary class during the past year. Members currently serving on the Training Committee are ineligible to serve as Directors or Officers. The Retiring President may sit in an advisory, non-voting capacity on the Board of Directors.

Directors, their number, duties and powers.

The Club shall have a Board of Directors consisting of the officers and 5 members elected by the Club, whose duties and powers shall be as follows:

1. To exercise and perform such duties, powers and functions as may be provided for by the Laws of the State of New York governing membership corporations and the Directors thereof.
2. To have control of the invested funds of the Club, of all property of the Club except current funds in the hands of the Secretary and Treasurer and except Club records, books and papers properly entrusted to those officers.
3. To insure any and all of the property of the Club. To direct the Treasurer to pay the cost thereof without the consent of the Club.
4. To order the removal of any Director or Officer of the Club found guilty of unfaithful, improper or unbecoming conduct: provided, however, that no Officer or Director shall be removed until given an opportunity to be heard in his own defense, nor except by a vote of a majority of all the elected Directors. Charges against a Director or Officer may be preferred by any member of the Club, or by the Board of Directors as a whole.
5. The Board of Directors shall appoint a CPA to examine the books and records of the Treasurer at the end of each year and more frequently at its discretion.
6. To present at the annual meeting a report, verified by the President and Treasurer or by a majority of the Board of Directors, showing the whole amount of the property owned by the Club, where located and where and how invested, the amount of the property acquired during the year immediately preceding the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding the report and the purposes, objects or persons to or for which such application, appropriations, or expenditures have been made; and the names and places of the persons who have been admitted to membership in the Club during such year, which shall be filed with the records of the Club and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting (Membership Corporation Law, Sec. 46).
7. The Board of Directors shall be subject at all times to these By-Laws and to the lawful instruction of the Club, and in addition to the duties above prescribed, shall perform such other duties as may be assigned to them by the Club, or elsewhere in these By-Laws.
8. If a vacancy occurs on the Board, the members of the Board shall appoint a successor to fill out the term.

SECTION B. The officers of the club shall be: President, Vice President, Treasurer, and Secretary. The Treasurer and the Secretary may have an assistant who in the absence of either principal shall have the respective privileges and responsibilities of the absent principal. Term of office shall be one year.

1. The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appertaining to the office of President in addition to those particularly specified in these Constitution and By-Laws.
2. The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
3. The Treasurer shall be bonded and oversee collection and receive all monies due or belonging to the Club. The Treasurer shall deposit the same in a bank satisfactory to the Board in the name of the Club. The Treasurer's books shall be open at all times to inspection by the Board, and the Treasurer shall report to them at every meeting the condition of the Club's finances and all receipts and disbursements not before reported. At the annual meeting the Treasurer shall render an account of all monies received and expended during the previous fiscal year. Expenditures must be verified with bona fide receipts. The Treasurer's books shall be examined annually by the retained public accountant. The Treasurer is responsible for annual preparation and submission of necessary monetary reports as required by state and federal law.
4. The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club or Board. The Secretary shall have charge of the correspondence; notify members of meetings; new members of their election to membership, and provide them with copies of the membership list, Constitution, and By-Laws, and other pertinent information. Notify officers and directors of their election to office. Carry out such other duties as are prescribed in these Constitution and By-Laws.

ARTICLE V

The Club Year, Annual Meeting, Elections

SECTION A. Club Year: The Club's fiscal year shall begin the first day of January and end on the last 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 B. Annual Meeting: The annual meeting shall be held in the month of January (unless postponed at the President's discretion due to inclement weather), at which directors and officers for the ensuing year shall be elected from among those nominated in accordance with **SECTION E** of this Article.

SECTION C. Proxy Voting: Proxy voting will not be permitted at any Club meeting or election.

SECTION D. Elections: The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

SECTION E. Nominations: No person may be a candidate in a Club election who has not been nominated. By the month of November, the Board shall select a Nominating Committee consisting of five members, one of whom shall be a member of the Board, and two alternates. The Secretary shall immediately notify the Committee members and alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be the Chairperson's duty to call a committee meeting(s) which shall be held on or before December 15. The nominating committee shall obtain the permission of each person nominated for office before putting his/her name on the slate.

1. The Committee shall nominate at least one candidate for the offices of Vice President, Secretary, and Treasurer, and for each position on the Board and immediately report their nominations to the Secretary in writing.
2. Upon receipt of the nominating committee's report, the Secretary shall notify each member in writing of the candidates so nominated, on the notice of the January meeting.
3. Additional nominations may be made at the January meeting by any member in attendance provided that the person so nominated accepts when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. No person who has declined the Committee's nomination may be nominated at the January meeting for the same position.

ARTICLE VI

Committees

SECTION A. At the first or second meeting of each fiscal year, the President shall appoint standing committees for the current fiscal year. Such committees shall be subject to the final authority of the Board of Directors. Special committees may also be appointed at the discretion of the President upon approval of the Board. If a vacancy occurs in a committee, the members of the Board shall appoint a successor to fill out the term.

SECTION B. Standing committees are as follows: Training Committee, Point Show, Match Show, Obedience Equipment/Equipment Maintenance, Agility Equipment/Equipment Maintenance, Membership Roster, Graduation, Registrar, plus others as determined by the Board.

SECTION C. Constitutional Review Committee: At least every five years the President shall appoint a committee of five members for the purpose of reviewing these Constitution and By-Laws and recommending any changes deemed desirable. In changing these Constitution and By-Laws, the original intent and concept of the Ithaca Dog Training Club shall be maintained. A copy of the original Constitution and By-Laws of the Ithaca Dog Training Club shall be kept on file by the Secretary.

SECTION D. Training Committee

2. Membership: The Training Committee shall consist of eight members: The Training Director; three members appointed by the Board of Directors; three members elected by the general membership; and the President who is a non-voting ex-officio member. At the meetings of the Training Committee five members shall constitute a quorum. Members currently serving as Directors or Officers are ineligible to serve on the Training Committee.
 - a. Training Director: The Training Director shall be appointed every two years for a term of two years. The Training Director must be a current instructor of the Club with a minimum of three continuous years of instructing experience. A current instructor is one who has led at least one class in either the current or preceding Club year. The Training Director shall preside at all meetings of the Training Committee. The Training Director shall call for and meet with the Training Committee at least once each training session to observe classes. The Training Director shall maintain communications with the Board of Directors via written minutes of committee meetings and an annual report to the membership. The Training Director shall be an ex-officio, non-voting, member of the Board.
 - b. Appointed Members. Two Committee members are appointed by the Board of Directors at the February meeting:
 - c. A current trainer (defined as one who has completed either an IDTC class or [a companion or](#)

performance title in either the current or prior Club year) who shall serve for a term of two years; appointed only in odd-number years (2005, 2007, etc.).

- d. A new instructor who has instructed at least two [classes-sessions](#) but has not taught for more than two years; who shall serve two year term and be appointed in even-numbered years (2006, 2008 etc.). If no such person is available, a new assistant, or a relatively new instructor who has taught for more than two years, may be appointed.
 - e. A person from the membership at large, who shall serve a one year term; this appointment will be made each year.
 - f. Elected members: Two Committee members are elected at the February Club meeting. Each year the membership shall nominate at least three members for training committee positions. Voting shall be by secret ballot. The nominee receiving the highest number of votes shall serve a two-year term. The nominee receiving the second highest number of votes shall serve a one-year term.
 - g. President: The President of the Club shall be an ex-officio member with no voting privileges.
 - h. The Training Committee may ask any member, including past Training Directors, to act in an advisory capacity.
2. Purpose: The technical operation of the Club shall be under the guidance of the Training Committee. The duties of the Committee are as follows:
- a. Standardize [methods of instruction goals](#).
 - b. Assign instructors and assistants for each class.
 - c. Select assistant instructors; supervise their apprenticeship; and recommend them as instructors on completion of their apprenticeship.
 - d. Maintain the quality of instruction by evaluations of instructors and assistants and by periodic training sessions with instructors and assistants.
 - e. Schedule training classes.
3. Operating year: The operating year of the Training Committee shall be from the close of the February meeting until the close of the following February meeting.

SECTION E. Termination: Any committee appointment may be terminated by a majority vote of the Board of Directors. Written notice to the appointee shall state such intention and the appointee may make a formal protest. The Board of Directors may appoint successors to those persons whose service has been terminated.

ARTICLE VII Discipline

SECTION A. 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 \$100.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club. If the Board entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board of not less than 3 weeks and not more than 6 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 the defendant so wishes.

SECTION B. Board Hearing: The Board shall have complete authority to decide whether counsel 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 not 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 cases, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty if any.

SECTION C. 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 recommendations as provided in **SECTION B.** 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 in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and invite the defendant, if present, to speak in his/her own behalf if he wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VIII Order of Business

SECTION A. At the meetings of the Club, the order of business, as 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 Board
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of the Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Adjournment

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

- Reading of the minutes of the last meeting
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business

Appointment of new members (of the Board)
New business
Adjournment

SECTION C. Roberts Rules of Order (revised) shall govern in all cases where they are applicable unless inconsistent with these Constitution and By-Laws.

ARTICLE IX

Amendments

SECTION A. Amendments: These Constitution and By-Laws may be amended by a majority vote of the members present and voting at any regular or special meeting called for the purpose. The proposed amendments must be embodied in the notice for any such meeting and mailed to each member at least eight but not more than 15 days prior to the date of the meeting.

ARTICLE X

Dissolution

SECTION A. Dissolution: The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club its property and assets shall be given to charitable organizations, selected by the Board of Directors, for the benefit of dogs.