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# ITHACA DOG TRAINING CLUB BYLAWS

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**Adopted June, 1974**  
**Revised November, 1985**  
**Adopted January, 1987**  
**Revised April, 1989**  
**Revised May, 1991**  
**Adopted November, 1992**  
**Revised December, 1996**  
**Revised February, 2000**  
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**Adopted January, 2005**  
**Revised, February, 2011**  
**Revised, October, 2016**  
**Revised&Adopted, September, 2017**

## **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 educate the community by promoting responsible dog ownership and 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, training classes and fun matches. In addition, the Club may sponsor companion or performance events guided by the rules of the American Kennel Club and other sanctioning or licensing organizations.

**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.

## **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, such as CGC, or performance title , or
3. Has received special approval from the Training Committee.

**SECTION B.** Dues are determined by the Board of Directors with the approval of the Club. - 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:

1. 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.
2. Adult membership types are Individual and Household (two adults and children age 12 years but under 18 at the same address).

3. 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 dues 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.
4. 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.
5. Provisional membership status and training privileges 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 Committee, and from whom an application and full year dues have been received.
6. 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.

#### **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 Bylaws. 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 Membership Coordinator 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. Members who fail to renew their dues within 30 days after they become due shall be notified by the Secretary as lapsed and shall be dropped from the rolls and thereupon forfeit all rights and privileges of members except as provided by the Bylaws. An additional 30 days grace in special circumstance situations may be granted by the Board.

**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, 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 by the Secretary no less than eight but not more than fifteen days before the meeting. The May 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 Annual Meeting shall take office immediately upon the conclusion of said 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, either in person or by such electronic means as permits all Board Members to participate fully. Written notice of such meeting shall be mailed or emailed by the Secretary no less than eight days and not more than fifteen 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 or emailed by the Secretary no less than eight but not more than fifteen 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 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. Written notice of such meeting shall be mailed or emailed by the Secretary no less than eight but not more than fifteen days before the meeting. 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.

**SECTION E.** In the case of an emergency, pandemic or other condition that affects the nation, state, or local counties, IDTC may conduct meetings (Board, regular, Training Committee or other required meetings) via internet or teleconference. The IDTC President will make the determination whether we meet in person, via internet/teleconference, or cancel for Board or

general meetings. Other committee chairs will determine how they meet, choosing from the same options.

## **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 at the May Annual Meeting. 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 Training Director is an ex-officio, non-voting, member of the Board of Directors. The Retiring President may sit in an advisory, non-voting capacity on the Board.

The duties and powers of the Board of Directors 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).
7. The Board of Directors shall publish a policy manual, which is to be maintained regularly.
8. The Board of Directors shall be subject at all times to these Bylaws 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 Bylaws.

9. 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 Bylaws.
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, Bylaws, and other pertinent information. Notify officers and directors of their election to office. Carry out such other duties as are prescribed in these Bylaws.

## **ARTICLE V**

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

**SECTION A.** Club Year: The Club's fiscal year shall begin on June 1 and end on May 31. 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 May (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. Only members in good standing and current in dues may vote at the annual meeting.

**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 January 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 February 15. The nominating committee shall obtain the permission of each person nominated for office, and verify said member to be in good standing, before putting his/her name on the slate.

1. The Committee shall nominate at least one candidate for the offices of President, 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 annual meeting.
3. Additional nominations may be made at the annual 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 annual meeting for the same position.

## **ARTICLE VI**

### **Committees**

**SECTION A.** At the first or second meeting of each official year, the President shall nominate and the Board shall appoint individuals or committees for specific responsibilities in the current fiscal year. If a vacancy in an appointed responsibility occurs, the Board shall appoint a successor to fill out the term.

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

### **SECTION C. Training Committee**

1. Purpose. The Training Committee shall guide the training activities of the Club. The Committee's operating year shall be from the close of the March meeting until the close of the following March meeting.

#### Responsibilities include:

- a. Establish and standardize instruction goals.
  - b. Develop and/or approve training curricula.
  - c. Schedule training classes.
  - d. Approve and assign class instructors and assistants. (A current instructor is one who has led at least one class in either the current or preceding Club year.)
  - e. Recruit and develop new class instructors and assistants.
  - f. Conduct periodic training and evaluation of instructors and assistants and surveys of class participants.
2. Membership. The Training Committee shall consist of eight members: the Training Director and six additional members, plus the President who is a non-voting, ex-officio member. No other Officers or Directors may serve on the Training Committee.
    - a. Committee members are nominated by the Board of Directors, approved by the general membership at the February meeting and serve for a term of two years or one year. Appointments will occur in a staggered arrangement: in one year the Training Director and four members will be appointed (two for a two year term and two for a one year term), and in the succeeding year four members shall be appointed (two for a two year term and two for a one year term).
    - b. The Training Director must be a current instructor of the Club with a minimum of two continuous years of instructing experience and have earned at least one performance title in a major venue such as agility or obedience, and have previously served at least one two year term on the Training Committee.
    - c. Other Training Committee members must be active in training a dog, and have earned or be working toward earning a companion or performance title.

**SECTION D. Termination:** Any individual or 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.** Confidentiality: All communication regarding a pending disciplinary action must be conducted in confidence and exclusively between complainant, defendant and the Board.

**SECTION C.** 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 D.** 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 (Newly Revised) shall govern in all cases where they are applicable unless inconsistent with these Bylaws.

## **ARTICLE IX**

### **Amendments**

**SECTION A.** Amendments: These Bylaws may be amended by a 2/3 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.