

**BY LAWS OF  
GREATER LOUISVILLE TRAINING CLUB, INCORPORATED**

**SEPTEMBER 17, 2014**

**ARTICLE I - OFFICES**

The principal office of the incorporation shall be in Louisville, Jefferson County, Kentucky, and the Corporation shall have and continuously maintain in said City a Registered Agent. The Registered Agent may be changed from time to time by the Board of Directors.

**ARTICLE II - MEMBERS**

Classes of Members: The Corporation shall have four (4) classes of members. The designation of such classes and the qualifications and rights of the Members of each class shall be as follows:

**1. Active Members**

- A. Any person having trained a dog in the beginning class of this Organization and received a qualifying score or diploma.
- B. Any person holding certificate from the American Kennel Club certifying that dog trained by the applicant for Membership has qualified for degree of Companion Dog or better and proving to the satisfaction of the Club that applicant personally trained said dog.
- C. Any person presenting letter and/or certificate from a qualified school, training club, or trainer establishing such applicant trained a dog in a training class and received a qualifying score.
- D. The spouse of applicant mentioned in paragraphs A, B, and C as submitted in the original application. If said applicant is not married, then the next of kin of applicant. Must attend two (2) Club meetings prior to being voted in if application for person mentioned in paragraphs A, B, and C is originally submitted as a single membership.

All Active Members shall have a voice in the management of the affairs of the Corporation and shall be entitled to vote on all matters brought before the Organization, except for the election of Officers and Amendment to By-Laws which shall be controlled by Articles V and VI.

**2. Honorary Members:**

- A. Any person who, by reason of his or her special contribution to the advancement of dog training, has performed an outstanding service to the community.
- B. Honorary Members shall not have a vote on matters brought before the Organization nor will they be eligible to hold office.

**3. Junior Members:**

- A. Members children who are under 18 years of age. Any child of an Active Member reaching maturity, 18 years, and still living at home and under parental support is considered a junior member.
- B. Junior Members may not vote or hold office.

**4. Lifelong Members:**

- A. A person who has a total of 25 years of Active Membership will be eligible for Lifelong Membership.
- B. Lifelong Member will have full privileges of the Club, including voting and holding office, dues exempt.

## **ADMISSION TO MEMBERSHIP**

### **Active**

Application for Membership shall be submitted in writing to the Secretary after applicant has attended two (2) Club meetings within a twelve (12) month period or in lieu of said meetings, and under certain circumstances approved by the Board of Directors, the applicant shall contribute four (4) hours of service to the Club. All applicants shall be sponsored by two (2) Active or Lifelong Members. The name of the applicant to be voted upon will be published in the Club newsletter and voted on at the meeting following publication. If more than 1/4 of the Members present object to the admission of said applicant, admission shall be denied.

### **Honorary Members:**

Application shall be in writing and endorsed by three (3) Members in good standing. The application shall be presented to the Board and, if approved by a majority vote, be presented to the General Membership at the next Club meeting. Applicant shall be approved by 3/4 of the Members present before membership is granted.

### **Lifelong Members:**

After a total of 25 years of Active Membership of any Member, the Secretary will present his/her name, if he/she so desires, to the General Membership for approval of a Lifelong Membership. This must be approved by 3/4 of the Members present.

## **Termination Of Membership:**

**By Lapsing** : Membership will be considered as lapsed and automatically terminated if dues remain unpaid at the close of the second monthly meeting of the calendar year. However, the Board may grant an additional 45 days of grace in meritorious circumstances. In NO case may a person whose dues are unpaid as of the date of a meeting be entitled to vote or take an active part in that Club meeting; nor will a person be allowed to participate in any Club activities, including training, until their dues are paid. Furthermore, anyone owing past due bills will not be permitted to renew Membership until such bills are paid. For this purpose, all Committee heads will give the Treasurer a list of any member owing unpaid bills as of December 31st.

The Director(s) of Training will be responsible for seeing that anyone who is not in good standing does not train on the floor, and the Secretary will be responsible for seeing that anyone not in good standing does not take active part in the meetings, nor be allowed to vote.

(Membership vote is required to reinstate) Anyone who has allowed his/her Membership to lapse must reapply for membership. No former Member may rejoin until all past bills are paid.

### **By Expulsion:**

A Membership may be terminated by expulsion as provided in Article VI of these By Laws.

## **Dues**

1. The annual dues to be charged Active Members and Junior Members shall be determined from time to time by the Membership of the Club.
2. Honorary Members and Lifelong Members shall not pay dues. Every other member must pay his/her dues.
3. Membership dues shall be paid to the Treasurer. The Treasurer shall forward a written up-to-date record to the Secretary of paid/unpaid dues.

### **ARTICLE III - MEETINGS**

1. Regular meetings of the Members shall be held the third Wednesday of each month, except for the month of December, which shall have no regular meeting.
2. Special meetings of the Members may be called by the President or the Board of Directors. Such a meeting shall be called by the Secretary upon receipt of a petition of five (5) Active Members and/or Lifelong Members who are in good standing.
3. Written notice shall be mailed to each Active and Lifelong Member of all meeting of the Club. Notice of Special Meetings shall state the object of such a meeting and shall be received at least ten (10) days before the Meeting.
4. 10% of the current year's membership including Active and/or Lifelong Members shall constitute a Quorum for the transaction of business at any Meeting of the Membership.

### **ARTICLE IV - BOARD OF DIRECTORS**

The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, Director(s) of Training, and five other members all of whom shall be elected for one year terms at the Club's annual election meeting as provided in Article V. The Parliamentarian shall serve as an ex officio of the Board, having no voting privileges. The retiring President will automatically become a member of the Board for the year following his/her term as President, making a total of six members.

The scheduling of time and facility for the Board initial meeting shall be the responsibility of the President-elect. This initial meeting will be held prior to the first regular Club Meeting after the Board assumes office. The President-elect shall serve as Chairperson of the Board and the Secretary-elect shall serve as Secretary to the Board.

The Board, at this initial meeting, shall study, outline, and recommend a budget for the year of its office. The President shall select and recommend to the Board the needed standing committees and their heads.

The Board shall study all proposals or motions for the expenditures of \$100.00 or more that are not included in, or exceeds, budgetary allotments. The Board will submit a recommendation to the Membership at the next regular monthly meeting. No payment or commitment shall be made by any Member prior to the Membership's decision regarding the Board's recommendation.

All proposals for changes, additions, or deletions to the rules of the Club will be referred to the Board of Directors for study and recommendation. The Board will study, evaluate, and recommend all financial, and policy matters of the Club.

Minutes of the Board Meetings will be announced at the following regular Meeting of the Club if not previously printed in the Club newsletter. Recommendations made at the Board Meetings will be submitted for Membership decision at the regular monthly meeting following written notice of such recommendations.

Other than the initial meeting of the Board of Directors outlined earlier in this Article, meetings will be held as need determines and called by the Chairperson of the Board. A meeting will be called by the Secretary of the Board upon receipt of written request of three (3) Board Members. The Secretary of the Board shall notify all Board Members of all Board meetings.

## **OFFICERS**

### **Offices:**

The Officers of the Club shall be President, Vice President, Secretary, Treasurer, Parliamentarian (ex officio) and a Director of Training for each night of training.

### **Vacancy**

Any vacancies occurring on the Board or among the Officers during the year shall be filled (until the next annual election) by a majority vote of all the then Members of the Board at its first regular meeting following the creation of such vacancy, or at a special Board meeting called for that purpose, 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 the Board.

### **President:**

The President shall be the principal Executive Officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He/she shall preside at all meetings and shall perform all such other duties as are incident to his/her office. He/she shall be a member of all standing committees. He/she shall serve as Chairperson of the Board of Directors.

### **1<sup>st</sup> Vice President**

In the absence of the President or in the event of his/her inability or refusal to act, the 1<sup>st</sup> Vice President shall perform the duties of the President. The 1<sup>st</sup> Vice President shall serve as the Show Chairperson for the obedience and or tracking trials held in the fall and the following spring. He/she may assist the 2<sup>nd</sup> Vice President as assistant Show Chair for agility if requested by the 2<sup>nd</sup> Vice President

### **2<sup>nd</sup> Vice President**

The 2<sup>nd</sup> Vice President shall be the show chair for any agility trials. He/she may assist the 1<sup>st</sup> Vice President as assistant Show Chair for obedience and/or Tracking if requested by the 1<sup>st</sup> Vice President.

### **Secretary:**

The Secretary shall keep the minutes of the meetings of the Members; be custodian of the records of the Corporation; maintain the necessary correspondence of the Club; keep a register of the names and addresses of all Members; and perform such other duties as may be assigned by the President or Board of Directors.

### **Treasurer:**

The Treasurer shall have charge and custody of, and be responsible for, all funds of the Corporation; receive and give receipts for money due and payable to the Corporation; deposit all money in such banks as shall be approved by the Board of Directors; collect all annual dues and training fees and report each month at the regular meeting. The Treasurer's books are open for audit at all times. The treasurer shall sign all checks with the additional signature of the President or Vice President.

### **Parliamentarian:**

Parliamentarian shall be elected by the membership to ensure the compliance with Robert's Rule Of Order. The parliamentarian shall serve as an ex officio member of the Board and shall have no voting privileges at Board meetings. .

### **Directors of Training:**

There shall be a Director of Training for each night of training.

The Director(s) of Training shall be responsible for Training, Training Format and discipline of all training classes and acquiring instructors and assistants on their respective nights of training.

Said training, format, and discipline to be subject to the approval of the Membership. Any Member assisting a director of Training or training a class in lieu of a Director of Training shall be vested with the same responsibilities.

**Training Classes:**

The number of training classes and the size, the time and place of such classes will, from time to time, be determined by the (Membership) Training Committee as the need arises with membership approval.

The condition attached to all training classes, the amount of training, fees, and the requirements for graduation shall be determined by the (Membership) Training Committee with membership approval.

The Training Committee shall consist of the Director(s) of Training, Training Instructors and Training Assistants.

**ARTICLE V - THE CLUB YEAR**

The Club year shall run from the 1st day of January to the 31st day of December.

**Trials:**

The club will hold performance events, such as: Obedience Trials, Agility Trials, Tracking Tests, and Earth Dog events, etc. The number of events will be decided by the membership each year.

**Election Meeting:**

The election Meeting shall be held in the month of October at which time Officers and the five other Members of the Board of Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with that section of this Article. They shall take office on the first day of December and shall hold office until the following November 30th. Each retiring Officer shall turn over to his/her successor in office all properties and records relating to that office by December 15th.

**Nominations:**

No person may be a candidate in a Club election who has not been nominated. During the month of June the Board shall select a Nominating Committee consisting of three (3) Members and two alternates, not more than one of whom shall be a Member of the Board of Directors. The Secretary shall name a chairperson for the committee and it shall be his/her duty to call a committee meeting which shall be held on or before August 1st.

The committee shall nominate at least one candidate for each office and at least five (5) candidates for the other five positions on the Board. Any person nominated must be a Member in good standing. No person may accept more than one elected position. After securing consent of each person so nominated, the Committee shall immediately report its nominations to the Secretary in writing.

Additional nominations may be made at the September meeting by any Member in attendance provided that the person so nominated does not decline when his/her name is proposed shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate.

No nominations may be accepted after the close of the September regular monthly meeting. Nominations cannot be made in any manner other than provided in this section.

**Voting And Election Procedures:**

The President shall appoint three (3) tabulators (none of whom are nominees for any office). The tabulators will keep running posted tabulations of all votes.

Should there be more than two (2) candidates for any office, with the exception of the Board of Directors, the two (2) candidates with the greater number of votes on the first ballot will be voted upon in an immediate runoff ballot. The one receiving the greater number of votes in the runoff ballot shall be declared elected.

Should there be more than ten (10) candidates for the Board of Directors, the 10 candidates receiving the most number of votes on the first ballot will be voted upon in an immediate runoff ballot. The five receiving the greatest number of votes shall be declared elected.

Only Members in good standing for the immediate six (6) months and who have attended at least three (3) regular meetings in the current calendar year shall be entitled to vote or run for any office.

An absentee ballot will be printed in the October Tattle Tail along with a slate of nominees. Absentee votes must be received by the secretary the Monday before the meeting and the member will waive second votes.

## **ARTICLE VI - DISCIPLINE**

### **American Kennel Club Suspension:**

Any Member who is suspended from the privileges of the American Kennel Club shall automatically be suspended from the privileges of this Club for a like period. Any dog banned from American Kennel Club shows is likewise banned from the Club. The Member owning said dog may appeal to the Board of Directors on behalf of his/her dog.

### **Charges:**

Any Member may prefer charges against another Member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed with the Secretary in duplicate with a deposit of \$10.00 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 or present them at a Board meeting, and 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 considers that the charges do not allege prejudicial conduct, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction for the charges, it shall fix a date of hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused Member by (registered mail) certified mail with a return receipt requested together with a notice of hearing and an assurance that the Defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

### **Reprimand:**

Should the charges be sustained after hearing all of the evidence and testimony presented by the complainant and the defendant, the board may by majority vote of those present issue a public or private reprimand in lieu of suspension or possible expulsion. A written reprimand shall be sent to the defendant by registered mail and signed by the secretary and the president and shall be put in the next Tattle Tail or appropriate newsletter.

A private reprimand shall be sent to the defendant by registered mail and signed by the secretary and the president but shall not be publicized in the "Tattle Tail" or newsletter.

### **Board Meeting:**

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 or reprimand the Defendant from all privileges of the Club for not more than six (6) 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 fellow Members at the ensuing Club meeting which considers the Board's recommendations. 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 concerned of the Board's decision and penalty, if any.

**Expulsion:**

Expulsion of a Member of the Club may be accomplished only at a meeting of the Club following a board hearing and upon the Board's recommendation as provided in section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within sixty (60) days after the date of the Board's recommendation of expulsion. The Defendant shall have the privilege of appearing on his/her own behalf, though no new evidence shall be taken at this meeting. The President shall read the charges, evidence and the Board's findings and recommendations. The President shall invite the Defendant, if present, to speak in his/her own behalf, if he/she so wishes. The Members shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.

If expulsion is not so voted, the Board's suspension shall stand.

**ARTICLE VII - AMENDMENTS**

Amendment to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 10% of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members with recommendations of the Board by the secretary for a vote within one (1) month of the date when the petition was received by the secretary.

The Constitution and By-laws may be amended by 2/3 majority vote of the Members present and eligible to vote at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed or e-mailed to each member at least two weeks prior to the date of the meeting or printed in the Club newsletter and mailed at least seven (7) days prior to the meeting.

Only Members in good standing for the immediate preceding six (6) months and who have attended at least three (3) regular meetings of the past calendar year shall be entitled to vote.

**ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Parliamentarian shall ensure the organization is in compliance with Roberts Rules of Order.

**ARTICLE IX - DISSOLUTION**

The Club may be dissolved at any time by the written consent of not less than 2/3 vote of the members. Upon dissolution the net assets of this Organization shall be donated to a non-profit organization to be determined by the sitting Board of Directors and the Organization's membership.

## **RULES OF THE GREATER LOUISVILLE TRAINING CLUB, INC.**

### **GENERAL RULES**

The general rules pertain to those in beginner's class, guest trainers, and those in membership.

1. The Director(s) of Training will have the right to remove any dog from a class if, for any reason, such as illness or misconduct, the Director(s) of Training believes it to be beneficial to the other members of the class.
2. No dog who has a communicable disease, who has not recovered from such a disease or whose owner suspects an illness in the dog, will be brought into the training hall. As a matter of precaution, it is further requested that the owner of a dog or kennel where a communicable disease is present not attend any training sessions until the disease is non-communicable.
3. Non-members of the Club are not allowed to bring a dog into the hall unless the dog is enrolled in a training class on that night or pays ten dollars provided that a member takes responsibility for that guest for the entire night and can be a reliable source of voucher for the dogs up to date shots. Said guest shall be introduced to the Director of Training for that night.
4. Mistreatment of any dog will not be tolerated.
5. When your dog makes a mess, you must clean it up immediately. The supplies for this purpose are furnished by the Club.
6. Owners and/or trainers are responsible for the conduct of their dogs. No dog will be tied in the main training hall where it becomes a disturbance or hazard to dogs working in the classes. Unattended dogs will not be allowed to wander "off lead".
7. Non-members with a certificate of training from a qualified school or trainer may go directly into an advanced class on the advice of the instructors. The certificate must be on the trainer and not necessarily on the dog. Non-members not meeting these qualifications must train in the beginner's class first.
8. All people must wear shoes in the training building.

### **MEMBERSHIP RULES**

The membership rules apply to those currently in membership and those applying for membership. A club member may choose not to attend a formal training class, training rings will be made available for their use.

1. An applicant for membership who does not go through our beginner's class but has a certificate of training from a qualified school, trainer, or has earned any obedience title must pay membership fees for classes or \$10.00 for training sessions until accepted into membership.
2. Club Members do not have to train their dogs in the beginner's class. They may go directly into an intermediate class if they so desire. However, to train in the beginner's class, they must register with, and have the approval of, the registrar. If a club member chooses not to attend a formal training class, a training ring will be made available for their use. At the discretion of the Director of Training, any Members in good standing may work in the training ring(s) or train ahead or go back in any class regardless of obedience title held.
3. Instructors and Assistance Instructors shall be given the privilege of working their dog ahead of a member in any training ring on the night they are teaching as need arises. A Club Member may bring into the hall a dog which he or she does not plan to train on that night if the dog belongs to him/her

or a member of his/her household providing the dog is 12 weeks old and has up-to-date (DHLPP shots) vaccinations as recommended by a veterinarian.

5. Club Members only may be allowed to train bitches in season, provided the dogs are wearing doggie britches, except in the beginner's class, and are to be individually responsible for clean up.

### BEGINNER'S CLASS RULES

The beginner's class rules apply to those in the beginner's class.

1. The size of the beginner's class will be limited to (20) 20 non-members. 3 members may participate.
2. Each dog training in the beginner's class will utilize a 3 to 6 foot lead and training collar. These are subject to the approval of the Director(s) of Training. These and other items of equipment may be available from GLTC at the equipment trailer.
3. Puppies under four months of age are not permitted to enroll in beginner's class.
4. Children training in the beginner's class must be at least 12-14 year of age. Acceptance into a class is at the discretion of the instructor of that class.
5. The registrar will ensure that all dogs enrolled in classes have been inoculated against rabies, hepatitis, distemper, leptospirosis, and parvovirus prior to the beginning of the class.
6. All beginner's class trainees will report to the registrar prior to each training session, otherwise they will be marked absent. Conduct your business with the registrar and move away from the table. A crowd at the table causes undue confusion and hazards to trainers, dogs, and the registrar. Keep spectator conversation to a minimum. Acoustics are bad and trainers and trainees need all the help they can get so that they can be heard.
7. Bitches in season are not permitted to attend the beginner's class and may be rescheduled at a later class date to complete the course.
8. Any trainee, who for any valid reason drops out of the beginner's class must notify the registrar at that time if he or she wishes to resume training at a later date. If this is not complied with the trainee will not be re-enrolled but may graduate at a later date.
9. Non-member trainees must attend 5 actual training classes to be eligible to receive a certificate of achievement.
10. A copy of these beginner's class rules shall be distributed to all new students with their orientation information.
11. Directors reserve the right to excuse from further classes any aggressive dog which, in the opinion of the instructor, may cause harm to fellow students their dogs, instructors, and their assistants.
12. Only one person is allowed to take the dog through the beginner's class. Switching of handlers is not advantageous to the dog's training. Owners are required to discuss with instructors optional plans if they cannot continue to handle their dog, at which time new arrangements may or may not be made.
13. No non-members dog may be tied in the hall.

## POLICIES OF THE GREATER LOUISVILLE TRAINING CLUB, INC.

1. Persons accepted as new members during the period of January 1<sup>st</sup> through October 31<sup>st</sup> of any year will pay the regular membership dues. Person accepted after October 31<sup>st</sup> of any year will pay full membership dues and will be considered paid for the following year.
2. Any Club Member training a non-member's dog, whether or not for a fee or other reimbursement, must pay the full class fee and \$10.00 per night for any training thereafter. The dog will receive a certificate of achievement.
3. Officers and Members assigned duties will obtain qualified substitutes to act in their capacity when they are absent.
4. When a REGULAR meeting is held at a Member's home, the Club will reimburse the host \$1.00 for each person attending the meeting.
5. Anyone requesting funds from the Treasurer must present an itemized bill or a written requisition before receiving money.
6. A plaque with title magnet(s) will be awarded to any Club Member whose dog completes all requirements for an American Kennel Club (or United Kennel Club) obedience, rally or tracking title and is handled by said Club Member, while the club Member is in good standing.\* Magnets for other titles may be purchased by the member. As long as you are a member when you complete requirements for an AKC title and the dog is either owned or co-owned and registered in the Member's name, you may receive an award (for obedience titles/rally titles//tracking titles).  
\*Good standing is defined as having dues, and trophies bills paid. The other requirement is to have attended three (3) meetings or donated 4 hours of service to the club to be eligible for an award.
7. Any Member completing the requirements for an Obedience Trial Championship (OTCH) or Master Agility Championship (MACH) will be awarded a shiny pewter julep cup.
8. There will be an awards banquet to award all title awards and Club trophies earned each year. The cutoff date is to be December 31<sup>st</sup>. GLTC will not pay for any member's dinner.
9. To be eligible for the GLTC Novice Award, GLTC Open Award, GLTC Utility Award, and the GLTC Super Dog Winner, a dog must be registered with the American Kennel Club or have obtained an ILP/PAL number from the American Kennel Club.
10. Any further award similar to the GLTC Novice Award, GLTC Open Award, GLTC Utility Award, and the Super Dog Winner Award will be accepted only after study and recommendation by the Board of Directors and approval of the Membership.
11. Each year the Obedience Trial Committee will, as soon as possible after their appointment, select and contact obedience judges to officiate at the annual October GLTC trial which is held during their term of office. Written contracts must be obtained from all judges accepting assignments at GLTC trials detailing both fees and classes to be judged. Said contract must be signed no later than three (3) months before the show.
12. Members must sign meeting attendance roster to be credited for attending a meeting of GLTC. (Note: as per the By Laws, three (3) meetings must be attended before being eligible to vote in the October election of officers.)