



WACO AGILITY GROUP BY-LAWS

Last Revised: November 30th, 2013



ARTICLE I MEMBERSHIP

Section 1 Eligibility

Membership is open to all persons 18 years of age and older and junior membership is available for all those who subscribe to the objectives of the club, and shall be open to all handler/dog teams without regard to the breed, pedigree or eligibility of the dogs for registration.

While membership is to be unrestricted as to the residence, the club's primary purpose is to be convenient to the immediate area.

Section 2 Types of Membership

- (a) Individual - This membership is for individuals who are 18 or older with one or more dogs. This membership shall be given all rights and privileges as stated in the by-laws. This membership allows one (1) vote.
- (b) Household/Dual - This membership is available to two adult members residing in the same household, each eligible to vote and hold office.
- (c) Newsletter/Associate Members - Entitled to all club privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the club's area but are not active).
- (d) Junior Members - Open to children 12-17 years of age; a non-voting/non office holding membership which may automatically convert to regular membership at age 18.

Section 3 Dues

Dues for each type of membership will be voted on by the general membership at the March meeting one month prior to the beginning of the fiscal year. Dues are to be paid annually, in April, on or before the annual elections. No member may vote whose dues are not paid for the current year. After the amount for dues is determined by the general membership, the Treasurer shall send to the general membership via email a statement of dues for the ensuing year.



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Section 4 Election to Membership

Each applicant for membership shall:

- (a) Complete the basic series of agility courses offered through this club (Pre-foundation, Beginner, Sequencing I, and Sequencing II, or be endorsed by the training director to have an appropriately trained dog.
- (b) Apply on a form approved by the board of directors and which shall provide that the applicant agrees to abide by the constitution and by-laws and the rules of The American Kennel Club as well as the Waco Agility Group. The application shall state name, address and occupation of applicant and shall carry endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.
- (c) The prospective member shall submit the application to the Secretary, after which, the Secretary shall read the application at the first meeting of the club following its receipt. At the next monthly meeting the application will be voted upon and affirmative votes by $\frac{2}{3}$ of the members present and voting by secret ballot at the meeting shall be required to elect the applicant. Upon acceptance, dues shall be paid by the next monthly meeting. Applicants for membership who have been rejected by the club may not re-apply within six months after such rejection.
- (d) Members in good standing must:
 - (a) Attend at least six meetings or club functions, i.e. demos, Paws In The Park, etc. per year unless exempt for work, church obligations, or extenuating circumstances as determined by the board.
 - (b) Work $\frac{1}{2}$ of the WAG sponsored trials per year as evidenced by working three classes at the trial and either assisting with unloading the trailer and setting up or tearing down and unloading the trailer at the field. Failure to do so will result in a demotion to newsletter membership.

Section 5 Privileges

- (a) Individual, household/dual, and junior members, who complete the basic series of agility courses offered by this organization, will be eligible for reduced class fees for subsequent dogs, according to the fee schedule.



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- (b) No member is allowed to make a profit from anything pertaining to the Waco Agility Group (i.e. cannot use WAG equipment or field to teach private classes, cannot receive remuneration for services provided as board member or any other member in the act of carrying out normal business functions for the club.)

Section 6 Termination of Membership

Membership may be terminated, with no fees, dues or moneys refunded for the following:

- (a) By resignation: Any member in good standing may resign from the club upon written notice to the President, but no member may resign when in debt to the club.
- (b) By lapsing: A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the annual meeting in April, however, the board may grant an additional 30 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any club meeting or receive member privileges, until dues are paid in full.
- (c) By expulsion: A membership may be terminated by expulsion as provided in ARTICLE IV of these by-laws.

ARTICLE II MEETINGS AND VOTING

Section 1 Club Meetings

Meetings of the club shall be held in the greater Waco, TX area twelve times a year at such hour and place as may be designated by the board of directors. Written notice of each such meeting will be given by the Secretary at least ten days prior to the date of the meeting. The quorum for such meetings shall be 20 percent of the members in good standing.



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Section 2 Special Club Meetings

Special club meetings may be called by the President, or by a majority vote of the members of the board who are present and voting at any regular or special meeting of the board and shall be called by the Secretary upon receipt of a petition signed by 5 members of the club who are in good standing. Such special meetings shall be held in the greater Waco, TX area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be given by the Secretary at least five days and not more than fifteen days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other club business may be transacted thereat. The quorum for such a meeting shall be 20 percent of the members in good standing.

Section 3 Board Meetings

Meetings of the board of directors shall meet no less than quarterly in the greater Waco, TX area or via telephone conference call or via video conference at such hour and place as may be designated by the board. The time and place of board meetings shall be designated by the club president. Written notice of each such meeting shall be given by the Secretary at least five days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the board.

Section 4 Special Board Meetings

Special meetings of the board may be called by the President and shall be called by the Secretary upon receipt of a written request signed by at least three members of the board. Such special meetings shall be held in the greater Waco, TX area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be given by the Secretary at least five days and not more than ten 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 thereat. The quorum for such a meeting shall be a majority of the board.



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Section 5 Voting

Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the club at which he/she is present. Proxy voting will not be permitted at any club meeting or election.

ARTICLE III DIRECTORS, OFFICERS, AND STANDING COMMITTEE CHAIRS

Section 1 Board of Directors

The board shall be comprised of the following: President, Vice-President, Treasurer, Secretary, Training Director, and two At-Large positions, all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the club's annual meeting as provided in ARTICLE IV and shall serve until their successors are elected. No more than two members of the same family shall serve on the board of directors at the same time. If, in the event, there are less than seven (7) members on the board, the additional member shall be appointed by a quorum of the board to complete the current term. The general management of WAG's affairs shall be entrusted to the board of directors. All members shall be elected and shall fulfill their positions as described in Section 2 of this Article. General management of the club's affairs shall be entrusted to the board of directors.

Section 2 Officers

The club's officers, consisting of the President, Vice President, Secretary and Treasurer, shall serve in their respective capacities both with regard to the club and its meetings and the board and its meetings.

- (a) The President shall preside at all meetings of the club and of the board, 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 Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. This person shall assist the President



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in any manner which the President deems necessary. An additional responsibility of the Vice President will be to communicate with and register prospective students into the appropriate agility course offered by the Waco Agility Group.

- (c) 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; notify officers and directors of their election to office, keep a roll of the members of the club with their addresses, is responsible for the club newsletters and website and carry out such other duties as are prescribed in these by-laws.
- (d) The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection by the board and a report shall be given at every meeting of the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year.

Section 3 Other Board Positions

- (a) The Training Director will provide leadership in conduction of classes, promoting the training and dissemination of knowledge regarding the training of dogs and their handlers. The Training Director shall update the training curriculum for the instructors and assistants.
- (b) Board Member At-Large: The two Board Members At-Large are representative of the general membership and shall advise and assist in the operation of club matters.

Section 4 Other Positions

- (a) The Board of Directors shall designate other positions as deemed necessary that are not part of the board. These positions may include Public Relations Manager, Equipment Manager, and Trial Secretary.

Section 5 Vacancies

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 the members of the board at its first



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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 be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the board.

ARTICLE IV CLUB YEAR, ANNUAL MEETING, NOMINATIONS AND ELECTIONS

Section 1 Club Year

The club's fiscal year shall begin on the first day of April and end on the last day of March. The club's official year shall begin immediately at the conclusion of the election for Board of Directors and shall continue through the election at the next annual meeting.

Section 2 Annual Meeting

The annual meeting shall be held in the month of April, at which officers and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

Section 3 Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The two nominated candidates for all other positions who receive the greatest number of votes for such positions shall be declared elected.



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Section 4 Nominations

No person may be a candidate in a club election who has not been nominated. One candidate for each office and positions on the board shall be accepted from the general membership at the March meeting. After securing the written consent of each person nominated the Secretary shall, at least two weeks before the April meeting, notify each member in writing of the candidates so nominated. Candidacy is open to all members in good standing who are willing and able to fulfill the responsibilities and duties of the position for which they have been nominated. No member who has not been nominated may be a candidate. Nominees must be active members for not less than six months prior to elections.

Section 5 Election Results

The results of the annual elections will be noted in the meeting minutes and printed in the newsletter.

ARTICLE V COMMITTEES

Section 1 Appointment

The Board may appoint standing committees each year to advance the work of the club in such matters as shows, trials, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the board. Special committees may also be appointed by the board to aid it on particular projects.

Section 2 Termination

Any committee appointment may be terminated by a majority vote of the full membership of the board upon written notice to the appointee; and the board may appoint successors to those persons whose services have been terminated.



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ARTICLE VI DISCIPLINE

Section 1 American Kennel Club Suspension

Any member who is suspended from any of the privileges of The American Kennel Club or North American Dog Agility Council automatically shall be suspended from the privileges of the Waco Agility Group 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. 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 interests of the club. If the board considers that the charges do not allege conduct which would be prejudicial to the best interests of the club, it may refuse to entertain jurisdiction. If the board entertains jurisdiction of the charges, it shall fix a date for a hearing by the board not less than three weeks nor more than six weeks thereafter the Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3 Board Hearing

The board shall have complete authority to decide whether council may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all of 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, it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing club meeting which considers the boards' recommendation. Immediately after the board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn,



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shall notify each of the parties of the boards' decision and penalty, if any.

Section 4 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 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 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 finding and recommendation, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members shall then vote by secret ballot on the proposed expulsion. A two-thirds 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 VII AMENDMENTS

Section 1 Amendments to the Constitution and the By-Laws

Amendments to the constitution and by-laws may be proposed by the board of directors or by written petition to the Secretary signed by 20 percent of the membership in good standing. Amendments proposed shall be promptly considered by the board of directors and must be submitted to the members with recommendations of the board for a vote within three months of the date when the petition was received by the board.

Section 2 Vote Amending Constitution and/or By-Laws

The constitution and by-laws may be amended by a two-thirds secret vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and provided to each member at least two weeks prior to the date of the meeting.



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ARTICLE VIII DISSOLUTION

Section 1 Dissolution

The club may be dissolved at any time by the written consent of not less than two-thirds of the members in good standing. In the event of the dissolution of the club other than for the purposes of re-organization, whether voluntary or involuntary or by the 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 but after payment of the debts of the club, its property and assets shall be sold to the highest bidder and assets shall be given to a charitable organization for the benefit of dogs selected by the board of directors.

ARTICLE IX ORDER OF BUSINESS

Section 1 General Meetings

At 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
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Training Director
- Report of other positions (Public Relations Manager, Equipment Manager, Trial Secretary, Scheduler)
- Report of Committees
- Election of officers and board (at annual meeting)



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- Election of new members
- Unfinished business
- New business
- Adjournment

Section 2 Board Meetings

At the meetings of the board of directors the order by business, unless otherwise directed by majority vote of those present, shall be as follows:

- Minutes of last meeting
- Report of the Secretary
- Report of the Treasurer
- Report of Other positions and Committees
- Old business
- New business
- Adjournment

ARTICLE X PARLIAMENTARY AUTHORITY

Section 1 Rules

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any other special rules of order the club may adopt.