

SANTA LUCIA OPEN DOG OBEDIENCE GROUP



CONSTITUTION AND BYLAWS

The Santa Lucia Open Dog Obedience Group is officially associated with the United Kennel Club, Inc.

ARTICLE I Name and Purpose

Section 1. The name of this organization shall be the Santa Lucia Open Dog Obedience Group, hereinafter referred to in this document as "SLODOG."

Section 2. SLODOG shall not be conducted or operated for profit, and no part of any profits or remainder or residue from dues or donations to SLODOG shall inure to the benefit of any member or individual. SLODOG shall maintain its status as a tax exempt nonprofit public charity and organization effective May 13, 2013 as determined by the IRS.

Section 3. The purposes and objectives of SLODOG are stated as follows:

- a. To educate the public in the care and proper training of dogs as pets, companions, and working members of the community.
- b. To promote the training and exhibition of dogs in obedience, conformation, agility, rally obedience, tracking, flyball, therapy dog and other canine activities.
- c. To promote and maintain the highest quality of sportsmanship among SLODOG.
- d. To sponsor or produce, as often as feasible, public events in order to demonstrate to the community the benefits of dog obedience training.
- e. To hold regular meetings for the purpose of conducting the business of SLODOG, as well as planning activities.
- f. To conduct UKC Licensed Trials.

ARTICLE II Membership

Section 1. Membership in SLODOG shall be open to all who demonstrate an active interest in the objectives of SLODOG.

Section 2. Each prospective member shall furnish a completed application form, together with dues. The membership is January 1st to December 31st.

Section 3. Each member in good standing shall receive SLODOG's monthly newsletter and shall be entitled to participate in all SLODOG activities.

Section 4.

- a.** Termination of membership shall result if a member is delinquent in payment of dues for a period of (60) days. Any member in good standing may resign from SLODOG.
- b.** A membership may be terminated by expulsion as provided in Article X of these Bylaws.

Section 5. SLODOG will own, maintain, and update 2 websites: www.slodog.org and www.slodog.com to provide news, information, monthly calendars and forms to its members and the general public.

ARTICLE III Dues

Section 1. Membership dues shall be payable on January 1st of each year.

Section 2. The amount of the membership dues for the following year will be determined by the majority vote of the board at the October meeting.

Section 3. Officers of SLODOG shall receive complimentary memberships during their term of office. Other complimentary memberships may be offered as voted by members at a general meeting.

ARTICLE IV Meetings

Section 1. Regular monthly meetings shall be held on the 2nd Monday of each month.

Section 2. Meetings shall be held at locations to be determined by the Officers.

Section 3. The date of any regular meeting may be changed by the Officers as deemed necessary.

Section 4. The President may call a special meeting at the request of 2 Officers and a simple majority vote by the officers present at the meeting.

Section 5. A quorum shall consist of 3 Officers or appointed alternative voting Board members as described in Article XIII, Section 1, Paragraph (c).

Section 6. Minutes of a SLODOG's meeting shall include major findings, decisions, and any progress reported on any programs discussed at the meeting.

Section 7. All monthly meetings are open to the public. Visitors are welcome and may bring matters to the attention of SLODOG. They may express opinions and request an action to be taken. Any action not on the meeting's agenda may be tabled for further discussion by a simple majority of the Officers present.

ARTICLE V Officers and Board of Directors

Section 1. The Officers of SLODOG shall be comprised of President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, all of whom shall be members in good standing, to be elected at SLODOG's Annual Meeting, as provided in Article VI. For all intents

and purposes, the Officers shall constitute the Board of Directors. The Board of Directors can approve motions by a simple majority.

Section 2. Unless otherwise agreed upon by a majority vote of those members present at the time of election, the term of all officers will be for one year.

Section 3. The duties and responsibilities of the Officers shall be as follows:

- a. The President shall preside at all meetings of SLODOG and shall have the duties and powers normally appurtenant to the office of President, including the responsibility of the observance of proper procedures and order during each meeting. The President will act as custodian and administrator for websites owned by SLODOG. The President or Presiding Officer of a meeting may appoint Alternative Voting Board members when there is an absence of an officer at a meeting or an officer recuses themselves on a specific vote.
- b. The Vice President shall have the duties and exercise the powers of the President in case of the President's absence or incapacity.
- c. The Recording Secretary shall keep the minutes of all meetings and all other records of SLODOG. The Recording Secretary shall maintain a current list of all Officers and Committee Chairpersons.
- d. The Corresponding Secretary shall have charge of correspondence, prepare and deliver SLODOG's monthly newsletter. The Corresponding secretary shall keep a roll of the members of SLODOG in good standing with their addresses.
- e. The Treasurer shall receive and disburse all monies due or belonging to SLODOG. The Treasurer shall deposit all funds received for SLODOG in the bank. The Treasurer's books shall at all times be open to inspection by the membership, and a written financial report shall be made by the Treasurer at each meeting as to the condition of SLODOG's finances.

Every January the Treasurer shall file on behalf of SLODOG the Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) for review with the IRS and maintain financial records that are required to remain a public charity under Section 501 (c) (3) as a tax exempt organization. Each January the Treasurer shall send out letters to those individuals that have made tax deductible donations to SLODOG to cover specific expenses for an event and their respective amounts or donations for nonspecific purposes that are not event related.

- f. Each outgoing Officer shall submit his or her files from the preceding year's activities to his or her successor at the time the successor takes office.

Article VI

Officer's Compensation and Other Benefits

Section 1: There is no compensation to officers. All officers are volunteers.

Section 2: Members may be reimbursed the costs of materials or supplies; once approved by the majority of the board. All requests for reimbursement must include a reimbursement form and receipts.

Section 3: All goods and services provided to members and the public are paid by their membership fees and fundraising activities and are of limited monetary or material value. The

largest value is through the volunteers' time in educating the public and members. All funds, disbursements or giveaways are approved by a majority of the board members.

Section 4: SLODOG may approve a scholarship to a member for outstanding volunteerism with SLODOG. The applicant must maintain a 3.00 or higher average in school. Preferential consideration will be given to the individual who will be considering a career in providing for canine health and welfare. The monetary value and person or persons must be approved by a Scholarship Committee and put into writing and given to the Board of Directors for final approval by a majority vote. No scholarships may be given until a formal budget is drafted and approved by the Board of Directors prior to disbursement in the following tax year.

Section 5: Any donation to any outside organization should not exceed more than 5% of undesignated net proceeds in any year and must be given to similar nonprofit organizations that benefit canine health, welfare, prevention of cruelty, and or education.

ARTICLE VII

SLODOG's Fiscal Year, Annual Meeting, Elections

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

Section 2. The annual election of Officers shall be conducted as described herein.

- a. At the regular September meeting, the President shall seek a Nominating Committee, consisting of no more than three (3) members, no more than one of whom shall at that time hold office in SLODOG.
- b. At the regular November meeting, the Nominating Committee shall present to the membership a slate of candidates, preferably nominating one member for each of the elective office to be voted upon. A member can be nominated for more than one office.
- c. At the regular November meeting, nominations for any office may be made from the floor, provided the nominee has indicated acceptance of the nomination. The president shall close the official nominations.
- d. At the regular December meeting election of Officers shall be conducted by secret, written ballot. If no candidates are nominated other than the slate presented by the Nominating Committee, a motion to cast unanimous ballot may be entertained. Emergency nominations can be accepted only for any office with no nomination. A minimum of three members can be elected to cover all five offices. If insufficient officers are nominated and elected the members present at the December meeting shall vote on dissolution of SLODOG.

Section 3. A vacancy in any of the offices shall be filled by a majority vote of those members present at the current meeting.

ARTICLE VIII

Committees

Section 1. At the beginning of the new Board's term, they shall appoint chairpersons to standing committees as they deem necessary to advance the work of SLODOG. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the President to aid SLODOG on particular projects.

- a. Each Chairperson of a standing committee shall submit an annual report and budget for the activities of that committee which will be filed with the Recording Secretary for future reference.
- b. In case of a vacancy in the Chairperson of any committee, the Board of Directors shall appoint a successor.

Section 2. The President or Presiding Officer shall appoint committee chairpersons as an Alternative Voting Board Member for the meeting in which Officers are absent or on a vote for a specific issue in which an officer recuses themselves. Members in good standing can be appointed as Alternative Voting Board Members, if committee chairpersons are unavailable.

Section 3. Any committee appointed chairperson may be terminated by a majority vote of the Board of Directors. The President may appoint successors to those persons whose services have been terminated.

Article IX Conflict of Interest

Section 1: No member of SLODOG shall participate in discussion or deliberation on a matter before SLODOG wherein he/she knows, or has reason to know, that the making of the decision will have a reasonably foreseeable material financial effect on the member or a member of his/her immediate family that is distinguishable from its effect on the public generally.

Section 2: Any member of SLODOG having a conflict of interest concerning an issue before SLODOG shall declare the nature of their conflict of interest and recuse themselves, leaving the meeting or moving to sit outside the general membership before discussion begins and staying there until the issue is resolved.

ARTICLE X Discipline

Section 1. United Kennel Club Suspension: Any member who is suspended from the privileges of the United Kennel Club shall automatically be suspended from the privileges of SLODOG for a like period.

Section 2. Other Suspension. Any member who is suspended from the privileges of the AKC, ASCA, or any other licensed and/or sanctioned club of like kind shall automatically be suspended from the privileges of SLODOG for a like period.

Section 3. Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of SLODOG, including but not limited to dog abuse and/or dog aggression at SLODOG functions. Written charges with specifications may be filed with the Recording Secretary. The Recording Secretary shall promptly provide 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 SLODOG. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of SLODOG, they may refuse to entertain jurisdiction. If the Board entertains jurisdiction, they shall fix a date of a hearing by the Board not less than three weeks or more than six weeks thereafter. The Recording Secretary shall promptly send one copy of the charges to both parties of the accusation together with a notice of the hearing date and an assurance that both parties to the accusation are encouraged to appear at the hearing and may bring witnesses if he/she wishes.

Section 4. SLODOG's Board Hearing. The Board shall have the complete authority to decide whether counsel may attend the hearing, but all parties shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by both parties, the Board may, by a majority vote of those present, suspend the accused member from all privileges of SLODOG for not more than six months from the date of the hearing. And, if they deem that decision insufficient, they may elect to expel the member. After the Board has reached a decision, their findings shall be put in written form and filed with the Recording Secretary. Immediately after the Officers reach a decision the Recording Secretary shall, in turn, notify each of the parties of the Board's decision.

ARTICLE XI Amendments

Section 1. The Constitution and Bylaws of SLODOG may be amended, repealed or altered, in whole or in part, at any regular meeting of SLODOG by a majority vote of those members present, provided that a copy of the proposed changes shall have been delivered in person, mailed or emailed to each member at least ten (10) days prior to said meeting.

ARTICLE XII Order of Business Meetings

Section 1. SLODOG's, order of business with concise reports, shall be as follows:

- a. Call to Order
- b. Introduction of new members.
- c. Introduction of guests.
- d. Minutes of the previous meeting.
- e. Report of the President.
- f. Report of the Vice President
- g. Report of the Recording Secretary.
- h. Report of the Corresponding Secretary.
- i. Report of the Treasurer.
- j. Reports of Committee Chairpersons (as needed):
 - 1. New Members Information & Coordination
 - 2. 4-H dog show
 - 3. Agility Pay and Plays
 - 4. Caring Canines (Therapy Dog Program)
 - 5. Public Outreach Events
 - 6. UKC Dog Show
- k. Old Business.
- l. New Business.
- m. Public Comment
- n. Adjournment.

ARTICLE XIII General

Section 1. Any disbursements of funds may be approved by a simple majority vote of the Officers or Alternative Board members. The member must present a reimbursement form along with copies of applicable receipts. Checks will be signed by any authorized signer.

Section 2. The Chairperson of a Committee with an approved budget by the Board of Directors for their event can request reimbursement from the Treasurer without additional consideration of the Officers, as long as the amounts are within their allotted line item of an

event's budget. The Treasurer at their discretion may request that a simple majority vote take place within the Board of Directors.

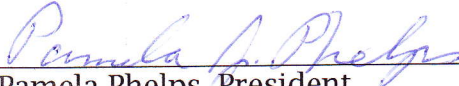
Section 3. There will be 2 authorized check signers for SLODOG at all times. The Treasurer will by one of the authorized signers and will initiate the signing of the form "Memorandum of Officers and Authorized Signatures" by the Recording Secretary.

ARTICLE XIV Dissolution

Section 1. SLODOG may be dissolved at any time by the written consent of not less than two-thirds of SLODOG's members. SLODOG would be dissolved effective at year's end in the event insufficient nominations are presented to fill the officers of the Board and a vote by members present at the December meeting. In the event of the dissolution of SLODOG, other than for purposes of reorganization, whether voluntary or involuntary, or by operation of law, none of the property of SLODOG, nor any proceeds thereof, nor any assets of SLODOG, shall be distributed to any SLODOG's members.

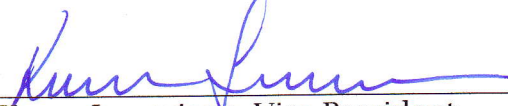
Section 2. After payment of the debts of SLODOG, its property and assets and/or monies derived by sale of same, shall be given to a similar charitable organization selected by the members present at the December meeting for the benefits of dogs.

We hereby certify that the foregoing Constitution and Bylaws, consisting of seven (7) pages, including this page, constitute the Constitution and Bylaws of the Santa Lucia Open Dog Obedience Group of San Luis Obispo County, California, adopted by its Board of Directors as of September 8, 2014. By Board Members:



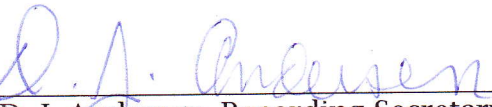
Pamela Phelps, President

2-18-2016
Date Signed



Karen Lowerison, Vice President

3-14-16
Date Signed



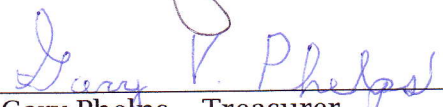
D. J. Andersen, Recording Secretary

2-18-16
Date Signed



Cindy Decker, Corresponding Secretary

3-14-16
Date Signed



Gary Phelps - Treasurer

2/18/16
Date Signed

Revised 01/26/2006
Revised 01/24/2010
Revised 08/13/2011
Revised.05/13/2013
Revised 09/08/2014
Revised 02/08/2016