

**SUBURBAN DOG TRAINING CLUB  
OF EASTERN MONTGOMERY COUNTY, INC.**

**CONSTITUTION & BYLAWS – REVISED: April 11, 2025**

These Bylaws are subject to and governed by the laws of the Commonwealth of Pennsylvania. In the event of a direct conflict between these Bylaws and the mandatory provisions of Pennsylvania law, including Non-Profit laws, such laws shall prevail.

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**CONSTITUTION**

**NAME & OBJECTIVES**

**Section 1 – Name**

The name of the Club shall be the **Suburban Dog Training Club of Eastern Montgomery County, Inc.**

**Section 2 – Objectives**

The objectives of the Club shall be to:

- a) Encourage and assist in the obedience training of both purebred and mixed-breed dogs.
- b) Conduct obedience, rally, show handling, and other dog sports-related classes for training dogs and their handlers.
- c) Promote cooperation and good sportsmanship in all training classes, trials, and other dog exhibitions.
- d) Encourage all dog owners to teach their dogs proper manners and neighborly behavior.
- e) Educate the public about the benefits of obedience training through demonstrations.
- f) Provide board-approved demonstrations for individuals in institutions such as schools, nursing homes, and hospitals.
- g) Organize opportunities for the Club to hold matches for various dog events and sanctioned events.
- h) Offer instruction and testing for various activities such as, but not limited to, Canine Good Citizen, Tricks, and Therapy Dog certification.

**Section 3 – Non-Profit Status**

The Club shall not be conducted or operated for profit. No part of any profits, dues, or donations shall benefit any member or individual.

**Section 4 – Bylaws Review & Adoption**

The members of the Club shall adopt, and may periodically review, such Bylaws as necessary to fulfill these objectives.

## **BYLAWS**

### **ARTICLE I – MEMBERSHIP**

#### **Section 1 – Eligibility**

There shall be four types of memberships open to all persons who are in good standing with the American Kennel Club (or those with non-AKC registered dogs who have not been deliberate offenders of AKC regulations), who subscribe to the purpose of this Club and have paid the required dues.

1. **Single Membership** – One person 18 years or older having one or more dogs. Such a member has one vote.
2. **Household Membership** – One or more adults and any children under 18, residing at the same address. Each member over 18 years of age is entitled to one vote.
3. **Junior Membership** – A child between the ages of 13–17 years, not part of a household membership. A junior member may not vote nor hold office and must always be accompanied by a parent or guardian.
  - Individuals aged 10–12 who wish to become members of SDTC will be considered on an individual basis. Junior handlers and their dogs must be approved by an SDTC instructor after taking the mandatory first training class. Each class selected must be approved by the instructor for each session.
4. **Honorary Life Membership** – Members who have rendered exceptional service for over 15 years to the Club may, at the discretion of the Board, be awarded an Honorary Life Membership. Such members are exempt from dues and training fees and are entitled to all Club privileges, including one vote.

No individual shall be eligible for election to membership until they have completed a period of training with the Club, as determined by the Board of Directors.

#### **Section 2 – Fees**

- a) **Dues** – Dues for each membership type shall be determined by the Board of Directors. Dues are payable on or before September 1st each year. No member may vote or run for office if dues are unpaid.
- b) **Training Fees** – Training fees shall be set by the Board of Directors. Members with unpaid training fees may not participate in training.
- c) **Miscellaneous Fees** – The Board of Directors may establish additional fees as necessary for the Club's operations.

#### **Section 3 – Election to Membership**

Each applicant must apply on a Board-approved form, agreeing to abide by the Constitution, Bylaws, and Club rules. The application shall include the applicant's name, address, phone number, and email, along with endorsements from their instructor and two members. Dues payment must accompany the application.

Applications are submitted to the Vice President and reviewed by the Board of Directors. A two-thirds (2/3) affirmative vote of the Board members present is required for election. Applicants whose membership is declined may reapply after six months.

#### **Section 4 – Termination of Membership**

Memberships may be terminated by:

- a) **Resignation** – Any member in good standing may resign by written or emailed notice to the Secretary, provided no debt to the Club exists. Dues obligations are incurred on September 1st each year and are non-refundable.
- b) **Lapsing** – A membership automatically terminates if dues remain unpaid for 30 days after the due date. The Board may grant a 30-day grace period in meritorious cases. No member may vote if dues are unpaid as of the meeting date.
- c) **Expulsion** – Membership may be terminated by expulsion as outlined in Article VI Section 4 of these Bylaws.

Upon termination, all Club property must be returned immediately.

#### **Section 5 – Good Standing**

A member is in good standing if they are not under suspension by the Club or AKC, have no pending charges, and have paid dues for the current year.

No member shall represent their views as the official position of the Suburban Dog Training Club without Board approval.

#### **Section 6 – Reapplication**

Individuals seeking reinstatement after termination must first be reviewed by the Board. The Board may impose additional fees for reinstatement.

### **ARTICLE II – MEETINGS**

#### **Section 1 – Annual Meeting**

The annual meeting shall be held in June at a place, date, and time designated by the Board of Directors. Written or emailed notice of the Annual Meeting shall be provided by the Secretary to each member at least 30 days prior to the meeting date. A quorum shall consist of 15% of the members in good standing. The outcomes of elections for officers and directors of the Board of Directors shall be announced at this meeting. For election details, see **Article IV, Section 3**.

All Club meetings must adhere to the following conditions:

- Meetings may be held in person, electronically, virtually, or via teleconference/video conference, or other developing methods.
- All participating members must be able to communicate in real time.
- Meetings shall be designated by the authorized individuals listed in these Bylaws.

## **Section 2 – Club Meetings**

The Club may hold multiple meetings per year. The Board of Directors shall determine the date and time. Written or email notice of each meeting shall be provided by a member of the Board.

## **Section 3 – Special Club Meetings**

Special Club meetings may be called by:

- The President, or
- A majority vote of the Board members present and voting at any regular or special Board meeting.
- The Secretary upon receiving a petition signed by 10% of the members in good standing.

Written or email notice of a special meeting shall be sent via USPS and/or electronically by the Secretary at least 14 days prior to the meeting. The notice must state the meeting's purpose, and no other business may be transacted. A quorum for such a meeting shall be 15% of the eligible voting members.

## **Section 4 – Board Meetings**

Board meetings shall be held on a designated day, time, and place as determined by the President and approved by the Board of Directors. The Secretary shall provide written notice at least one week prior to the meeting date. A quorum for a Board meeting shall be a majority of the Board of Directors.

Participation through virtual, electronic, or teleconference/video conference means shall constitute presence in person.

## **Section 5 – Special Board Meetings**

Special Board meetings may be called by the President or by the Secretary upon receiving a written or emailed request by at least three (3) Board members. Written notice of such a meeting shall be sent via USPS and/or email by the Secretary at least 14 days before the meeting date. The notice must state the purpose of the meeting, and no other business shall be conducted. A quorum for a special Board meeting shall be two-thirds of the Board of Directors.

## **Section 6 – Order of Business**

At all meetings of the Club, the **Order of Business** shall be governed by the current edition of **Robert's Rules of Order, Newly Revised**.

## **Section 7 – Committee Meetings**

Committee meetings may be called by the Committee Chairperson as needed. Meetings may be held in person, electronically, virtually, or via teleconference, as long as all participants can communicate in real time.

**ARTICLE III - DIRECTORS AND OFFICERS**

**Section 1 - Board of Directors**

The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, and five (5) Directors, all of whom shall be elected for two-year terms. The terms will be staggered, with the President and Treasurer being elected in even-numbered years. The Vice President and Secretary will be elected in odd-numbered years. Each Director will serve a two-year term; two Directors will be elected in even-numbered years and three Directors will be elected in odd-numbered years. All members of the Board of Directors shall be members in good standing and shall serve until their successors are elected. Elections shall be held, or election results given, at the Club’s annual meeting as provided in Article IV. General management of the Club’s affairs shall be entrusted to the Board of Directors. Only Officers and Directors shall be entitled to vote at Board Meetings. All Board members are required to read, sign, and agree to abide by the Code of Conduct.

| <b>Elect in Years Ending in: 1, 3, 5,7,9</b> | <b>Elect in Years Ending in: 0, 2, 4, 6, 8</b> |
|--|--|
| President                                    | Vice President                                 |
| Treasurer                                    | Secretary                                      |
| Director Seat #2                             | Director Seat #1                               |
| Director Seat #4                             | Director Seat #3                               |
|  | Director Seat #5                               |

Officers and directors shall not be elected for more than two consecutive terms. They may be reelected to any office held in the past or to a new office after an absence of one year.

No two members from any household may serve on the Board of Directors at the same time. No instructor may run for or be elected to an Officer position on the Board of Directors, nor may they take part in any discussions related to instructor salaries or benefits. A Club member running for any Board position must be at least 18 years old.

The Past President can attend Board meetings if requested for one up to a year. The Past President will not be entitled to vote at Board Meetings.

**Section 2 - Officers**

The Club’s officers consist of the President, Vice President, Secretary, and Treasurer.

- a) The President shall preside at all meetings of the Club and the Board of Directors and shall have the duties and powers normally associated with the office of President, in addition to those specifically outlined in these Bylaws.
- b) The Vice President shall assume the duties and powers of the President in case of the President’s death, absence, or incapacity. The Vice President shall also be responsible for

memberships and membership records. New members shall apply directly to this officer of the Club.

c) The Secretary shall maintain a record of all meetings of the Club and the Board of Directors, as well as all matters ordered for record by the Club. A copy of the minutes of each meeting shall be presented to all Board members at least seven days before the next scheduled Board of Directors meeting.

d) The Treasurer shall oversee the collection, counting, and deposit of all Club funds into a bank designated by the Board of Directors, in the name of the Club, while maintaining accurate accounting records for all transactions. The books shall always be open for inspection by the Board of Directors. The Treasurer shall provide a written financial report to the President and Secretary at every meeting and shall present an annual financial report at the annual meeting, detailing all monies received and expended during the previous fiscal year.

### **Section 3 - Vacancies**

Any vacancies occurring on the Board of Directors or among the officers during the year shall be temporarily filled until the next annual election by a majority vote of all current Board members at the first regular meeting following the vacancy or at a Special Board Meeting called for that purpose. A vacancy in the office of the 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 of Directors. The Board of Directors may consider and implement a replacement for an Officer or Director if that person fails to carry out the duties of their position or is absent from three consecutive Board meetings without good cause.

## **ARTICLE IV - THE CLUB YEAR, NOMINATIONS, ELECTIONS & VOTING**

### **Section 1 - Club Year**

The Club's fiscal year shall begin on the 1st day of July and end on the 30th day of June. 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 2 - Annual Meeting**

The Annual Meeting shall be held in the month of June at which officers and directors for the ensuing year shall be elected. They shall take office immediately at the conclusion of the election and each retiring officer shall turn over to the successor in office all properties and records relating to the office within 30 days of the election.

### **Section 3 - Nominations**

No person may be a candidate in a Club election who has not been nominated and is not a member in good standing. On or before March 1st, the Board of Directors shall select a Nominating Committee Chairperson.

The Nominating Chairperson shall be a member of the Board and will select two club members and two alternates to form the committee. The selected two members and the two alternates may not be Board members. The Nominating Chair shall notify the Board of Directors members of the selection. It shall be the Chairperson's duty to call a committee meeting which shall be held on or before March 31st.

- a) The Committee shall nominate at least one candidate for each office and Director vacancy and, after securing the consent and required biographies of each person so nominated, shall immediately report their nominations to the Secretary.
- b) Upon receipt of the Nominating Committee's report, the Secretary shall, by April 20th, notify each Club member in writing/email of the candidates nominated along with a copy of their biographies.
- c) Additional nominations may be made by written petition by five (5) members in good standing. Petitions for additional nominations and written acceptance of the nominee must be received by the Nominating Committee on or before the first (1st) of May.
- d) If no additional nominations are received by the Nominating Committee, then the Nominating Committee's list of nominees shall be declared elected at the Annual Meeting, thus, no balloting or vote will be required.
- e) If additional nominations are received by the Nominating Committee on or before May 1st, the Nominating Committee Chair shall, on or before the second week of May, mail/email to each member in good standing a ballot listing all the nominees for each position in alphabetical order, along with biographies.
- f) Nominations shall not be made in any manner other than as provided in Article IV. Nominations cannot be made at the annual meeting.
- g) No person may be a nominee in a Club election who is not a regular member in good standing. No person shall be a nominee for more than one position. All nominees must be minimally 18 years of age.

#### **Section 4 - Voting**

Voting shall be limited to members in good standing. Voting for elections, resolutions, and other matters may be conducted electronically, provided that the system used ensures anonymity of the voters. The Board of Directors may, by a majority vote, designate two individuals to receive and count the votes, who are not running for election during the voting period. The two members responsible for the vote tally shall verify the accuracy of the results and ensure that no conflicts of interest arise in the process. The results of the electronic vote will be considered valid and binding, in the same manner as votes conducted in person.

The people designated by the Board of Directors shall be required to adhere to election deadlines set forth in Section 5.

## **Section 5 - Elections**

In the case of multiple nominated candidates, the candidate receiving the greatest number of votes for that office shall be declared elected. If there is only one candidate nominated for an office, voting may be by acclamation. Those elected candidates shall take office upon conclusion of the Annual Meeting. Each retiring officer shall turn over to his successor in the office all properties and records relating to that office within 30 days after the election. The nominated candidates for other positions on the Board of Directors who receive the greatest number of votes for such positions shall be declared elected.

## **ARTICLE V - COMMITTEES**

### **Section 1 - Special Committees**

The Board of Directors may each year appoint standing and other committees to advance the work of the club in such matters as dog shows, obedience matches/trials, trophies, annual prizes, membership, and other fields which may well be served by committees. Such committees shall be subject to the final authority of the Board of Directors. Special committees may also be appointed by the Board of Directors to aid it on particular projects. The Board of Directors may, but is not required to, appoint the chairperson of a committee and may allow the chairperson to appoint the remainder of the committee. If the Board of Directors does not appoint the Chairperson of a Committee, the members of the Committee shall do so.

**Section 2 - Standing committees** shall have permanent duties.

- a) Audit Committee: The Audit Committee shall examine all accounts of the organization and shall report its findings to the Board of Directors. The committee shall be composed of one Member of the Board of Directors, not the Treasurer, and one non-Board member, preferably with auditing experience.
- b) Finance Committee: The Finance Committee, headed by the Finance Committee Chair, will schedule committee meetings as needed to discuss finance-related questions originating from the Board of Directors. The Treasurer will be a member of the Finance Committee. The committee will provide recommendations to the Board of Directors.
- c) Registration Committee: The Registration Committee, headed by the Registrars, shall manage application, registration, and attendance, including the appropriate records, for all regular classes. They shall, jointly with the instructors, promote additional training opportunities and club membership to non-member classes. The Registration Committee is composed of registrars for Advanced Registrar, the Beginner Registrar, and the KPT Registrar.
- d) Training Committee: The Training Committee, headed by the Training Director, shall create and manage the content and curriculum of classes and schedule class offerings.
- e) Building Maintenance Committee: Headed by the Committee Chair, will be contacted when needed.
- f) Fundraising Committee: Headed by the Committee Chair, who will be selected/activated as needed.



g) Sunshine Committee: Headed by the Committee Chair, who will be contacted when needed.

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

## **ARTICLE VI - DISCIPLINE**

### **Section 1 - 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.

### **Section 2 - Charges**

Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary, along with a deposit of \$75.00, which shall be forfeited if such charges are not sustained by the Board of Directors following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board of Directors or present them at a Board of Directors meeting. The Board shall consider whether the actions alleged, if proven, might constitute conduct prejudicial to the best interests of the Club. If the Board determines that the charges do not allege conduct prejudicial to the best interests of the Club, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction, it shall set a date for a hearing, not less than 21 days nor more than 42 days thereafter.

The Secretary shall promptly send one copy of the charge to the accused member by registered mail, along with a notice of the hearing and an assurance that the accused member may appear personally and bring witnesses.

### **Section 3 - Board Hearing**

The Board of Directors shall have complete authority to decide whether counsel may attend the hearing, but both the complainant and the accused member shall be treated uniformly in this 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 the Club for at least six months from the date of the hearing. If the Board deems the punishment insufficient, it may also recommend expulsion to the membership. In such a case, the suspension shall not restrict the accused member's right to appear before the Club's members at the ensuing Club meeting, which will consider the Board's recommendation. Immediately after reaching a decision, the Board's findings shall be put in written form and filed with the Secretary. The Secretary shall then notify all parties of the Board's decision and any penalty imposed.

### **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 Board's recommendation of expulsion. The accused member shall have the privilege of appearing, though no additional evidence shall be taken at this meeting. The President shall read the charges, the Board's findings, and its recommendations, then invite the accused member, if present, to speak. The members shall then vote anonymously 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 approved, the Board's suspension shall stand.

## **ARTICLE VII - AMENDMENTS**

### **Section 1 - Proposal of Amendments**

Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary, signed by twenty percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the voting members with the Board's recommendations by the Secretary for a vote within 90 days of the date when the petition was received.

### **Section 2 - Voting on Amendments**

The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting called for that purpose, provided that the proposed amendments have been included in the meeting notice and mailed/mailed to each member at least 14 days prior to the meeting date.

### **Section 3 - Implementation of Amendments**

Approved amendments or revisions to the Constitution or Bylaws will become effective immediately upon approval unless otherwise specified within the amendment or revision. Revised and dated Bylaw documents must be made available to club members once the document is adjusted to contain amendments to avoid confusion as to which document is in effect.

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## **ARTICLE VIII - DISSOLUTION**

### **Section 1 - Dissolution of the Club**

The Club may be dissolved at any time by written consent of not less than two-thirds (2/3) of the voting members. In the event of the dissolution of the Club, whether voluntary, involuntary, or by operation of law, none of the Club's property, proceeds, or assets shall be distributed to any members. After payment of the Club's debts, its remaining property and assets shall be given to a charitable organization for the benefit of dogs, selected by the Board of Directors, unless otherwise prohibited by state law. Dissolution must be conducted in accordance with the laws of the Commonwealth of Pennsylvania.

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## ARTICLE IX - ORDER OF BUSINESS

### Section 1 - Order of Business for Club Meetings

At meetings of the Club, the order of business, as applicable, shall be as follows:

1. Roll Call
2. Reading and Approval of the Minutes of the Last Meeting
3. Report of Officers, Board, and Standing Committees
4. Report of Special Committees
5. Election of Officers and Board (at Annual Meeting)
6. Unfinished Business
7. New Business
8. Adjournment

### Section 2 - Order of Business for Board Meetings

At meetings of the Board, the order of business, unless otherwise directed by a majority vote, shall be as follows:

1. Roll Call
2. Reading and Approval of the Minutes of the Last Meeting
3. Report of Officers, Board, and Standing Committees (including approval of new members by the Vice President)
4. Report of Special Committees
5. Unfinished Business
6. New Business
7. Adjournment

## ARTICLE X - PARLIAMENTARY AUTHORITY

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 Bylaws, any Special Rules of Order the Club may adopt, or the laws of the Commonwealth of Pennsylvania.

**Addendum:** To be added to the new revision of the SDTC Constitution and Bylaws when SDTC applies for or becomes an AKC-licensed dog club.

**Constitution**, Article 1, Section 2, g.

g. to provide opportunities for the club to hold various companion and performance events and any other event for which the club is eligible under the rules and regulations of the American Kennel Club.

**Bylaws**, Article II, Section 4.

Section 4 - Electronic communication held by the Board to conduct meetings may include full-featured Internet, or combination Internet/telephone, meeting services that integrate audio and optionally video, with the additional option of text and voting capabilities. Rules for holding such meetings may be found in Robert's Rules of Order, Newly Revised, Electronic Meetings for Scenario A.

**Bylaws**, Article VII, Section 3, paragraph 2

Section 3 - No amendment to the Bylaws that is adopted by the Club shall become effective until the Club meets the then requirements of the American Kennel Club.