

SAMPLE CONSTITUTION AND BYLAWS CHECKLIST

REQUIRED PROVISIONS

THE FOLLOWING PROVIDES A LIST OF PROVISIONS WHICH MUST BE INCLUDED IN A CLUB'S CONSTITUTION AND BYLAWS TO COMPLY WITH AKC BOARD POLICY REGARDING CLUB FORMATION AND CONSTITUTION AND BYLAW CONTENT. THE SAMPLE CONSTITUTION AND BYLAWS IN ITS ENTIRETY CAN BE FOUND ON OUR WEBSITE AT www.akc.org.

CONSTITUTION - NAME AND OBJECTS:

[] **State Law Compliance Statement:** *"These Bylaw are subject to and governed by the State of _____ Not-For-Profit Corporation Laws and the Articles of Incorporation of the _____. In the event of a direct conflict between the provisions of these bylaws and the mandatory provisions of the _____ State Not-For-Profit Corporation Laws, the _____ State Not-For-Profit Corporation Act will be controlling."*

[] **AKC approved Club Name** – See How to Form an AKC Accredited Dog Club – <https://www.akc.org/clubs-delegates/clubs/forming-a-club/>.

NOTE: ANY CHANGE IN A NAME MUST COMPLY WITH STATE LAW.

[] **Objects:**

(For PARENT SPECIALTY CLUBS):

-“to encourage the organization of independent local specialty clubs in those localities where there are sufficient fanciers of the breed to meet the requirements of The American Kennel Club;”

-“to urge members and breeders to accept the Standard of the breed as approved by The American Kennel Club as the only Standard of excellence by whichshall be judged;”

-“to conduct sanctioned matches, and license events for which the club is eligible, under the Rules and Regulations of The American Kennel Club.”

(For SPECIALTY CLUBS):

-“to encourage and promote quality in the breeding of purebred _____ and to do all possible to bring their natural qualities to perfection;”

-“to urge members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only standard of excellence by which..... shall be judged;”

-“to do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition at:

-dog shows

-obedience trials (if applicable)

-tracking tests (if applicable)

-agility trials (if applicable)

-field trials (if applicable)

-hunting tests (if applicable)”

-“to conduct sanctioned matches,

-dog shows

-obedience trials (if applicable)

-tracking tests (if applicable)

-agility trials (if applicable)

-field trials (if applicable)

-hunting tests (if applicable)

and any other event for which the club is eligible under the Rules and Regulations of The American Kennel Club.”

(For ALL-BREED and GROUP CLUBS):

-“to further the advancement of

-all breeds of purebred dogs (all-breed clubs)

-all.....breeds (group clubs);”

-“to do all in its power to protect and advance the interests of

-dog shows

-obedience trials

-tracking tests

-agility trials”

-“and to encourage sportsmanlike competition at such events; and to conduct

-sanctioned matches

-dog shows

-obedience trials

-tracking tests

-agility trials

and any other event for which the club is eligible under the Rules and Regulations of The American Kennel Club.”

(For COMPANION EVENT CLUBS):

-“to promote the training of purebred dogs;”

-“to disseminate knowledge regarding

-obedience

-tracking

-agility training

and any other events for which the club is eligible under the Rules and Regulations of The American Kennel Club.”

-“to conduct classes for the training of dogs and their handlers;”

-“to encourage the training of judges;”

-“to hold and support

-obedience matches and trials

-tracking matches and tests

-agility matches and trials

and any other events for which the club is eligible under the Rules and Regulations of The American Kennel Club and.”

-“to promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.”

(For PERFORMANCE CLUBS):

-“to further the advancement of and do all in its power to protect and advance the interests of:

-herding tests and trials

-lure coursing tests and trials

-field trials

-hunting tests

-earthdog tests

-scent work trials”

-“to conduct:

-herding tests and trials

-lure coursing tests and trials

-field trials

-hunting tests

and any other event for which the club is eligible under the Rules and Regulations of The American Kennel Club.”

[] **IRS Not-For-Profit Compliance Statement:** *“[In Accordance with Federal, State and Local Law] No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, officers, directors, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make*

payments and distributions on furtherance of the purposes set forth in the Constitution or in Article I of the Bylaws."

- [] *"The members of the club shall adopt and may from time to time revise such bylaws as may be required to carry out these objects."*

BYLAWS:

ARTICLE I - MEMBERSHIPS

- [] Include at least one (1) of type of membership in which all enjoy equal voting rights and privileges (See AKC Glossary)
- [] Dues Notice, Dues Payable Date and dues amount for each membership type
- [] Applications should be voted on by 2/3rd secret vote of the membership in good standing

ARTICLE II – MEETINGS AND VOTING

- [] Meetings and Voting – Please see the *Appendix to Robert’s Rules of Order, Newly Revised 12th Edition PAGES 635-649.*
- [] AKC designated territory for holding in-person general club meetings

ARTICLE III – OFFICERS AND DIRECTORS

- [] The number of officers and number of directors
- [] Term Length (i.e. 1, 2 or 3 years, etc.)
- [] The specific duties for each officer and director
- [] Length of Delegate term and duties (*for Member Clubs of The American Kennel Club only)
- [] Procedure for filling Vacancies on the board of directors
- [] General management of the club’s affairs is entrusted to the Board of Directors

ARTICLE IV - CLUB FINANCIAL/FISCAL YEAR, ANNUAL MEETING, ELECTIONS AND OFFICIAL YEAR

- [] Identify the club’s Financial/Fiscal Year, Annual Meeting, Elections AND Official Year
- [] Procedures for nominations and annual election, secret vote for electing Officers and Directors (and Delegate if Delegate is elected, not appointed)
- [] Indicate the due date for receiving ballots

ARTICLE V - COMMITTEES

- [] Committee appointments and terminations are made by the board of directors

ARTICLE VI - DISCIPLINE

- [] The following statement must be included: *"Any member who is suspended from any of the privileges of The American Kennel Club automatically shall be suspended from the privileges of this club for alike period."*
- [] Hearing procedures and options for discipline (i.e. reprimand, suspension or expulsion)

ARTICLE VII - AMENDMENTS

- [] For Member Clubs of The American Kennel Club: *"No amendment to the constitution and bylaws that is adopted by the club shall become effective until it has been approved by the Board of Directors of The American Kennel Club."*
- [] Secret vote for amendments

ARTICLE VIII - DISSOLUTION

[] **Dissolution must be conducted in accordance with the laws of the state of incorporation (“State Law”). The following statement must be included:**

SECTION 1. The club may be dissolved at any time by the written consent of not less than 2/3 of the members in good standing [*and in accordance with State Law*]. In the event of the dissolution of the club other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the club nor any proceeds thereof nor any assets of the club shall be distributed to any members of the club, but after payment of the debts of the club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board unless otherwise prohibited by State Law.

ARTICLE X – PARLIAMENTARY AUTHORITY

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[] Include: *“The rules as 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 bylaws and any other special rules of order the club may adopt.”*

PLEASE ALSO REVIEW AKC’S TIPS AND BEST PRACTICES DOCUMENT FOR ADDITIONAL ASSISTANCE.

FOR THE MOST UPDATED INFORMATION ON AKC POLICIES, AS WELL AS BYLAW FAQs AND ANSWERS, PLEASE VISIT: www.akc.org UNDER CLUB RELATIONS – BYLAW INFORMATION.