

RTCA CONSTITUTION

ARTICLE I Name and Objects

ARTICLE I Name

- A. The name of the club shall be The Rat Terrier Club of America, also known in abbreviated form as the RTCA.

ARTICLE II Objectives

- A. To encourage and promote the highest standards in improving the Rat Terrier and to do all that is possible to bring their natural qualities to perfection while ensuring the continuation of the breed's original purpose as that of a working terrier;
- B. To encourage members and breeders to accept the standard of the breed as approved by The American Kennel Club as the standard of excellence by which the Rat Terrier breed shall be judged;
- C. 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;
- D. To do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition in all canine related competitive events;
- E. To conduct sanctioned matches, specialty shows, obedience trials and field trials under the rules and regulations of The American Kennel Club;

ARTICLE III Non-profit

- A. The Rat Terrier Club of America shall not be conducted or operated for profit and no part of any profit or remainder or residue from dues, donations or any form of monetary income to the RTCA shall benefit any individual member or group of members of said RTCA.

ARTICLE IV Revisions

- A. The members of the RTCA shall adopt and may from time to time revise such bylaws as may be required to ensure these objectives.

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# BYLAWS

## ARTICLE I Membership

**SECTION 1. Eligibility.** There shall be five (5) types of membership open to all persons 18 years of age and older, plus one (1) Junior membership open to children between 9-17 years of age, who are in good standing with The American Kennel Club and who subscribe to the purposes of the club. [AKC defines good standing as an individual who is not suspended by The American Kennel Club or the RTCA and whose dues for the year are already paid].

- (a) "Individual" open to anyone 18 years of age and older entitles them to all club privileges, including the right to vote and right to hold office.
- (b) "Household" open to two (2) adult members residing in the same household, Each is entitled to one vote as long as dues are current and either or both may hold office.
- (c) "Associate" open to those who live outside of the United States or who live in the club's area but are not active in the club. Associate members are entitled to all club privileges except for voting and office holding as long as dues are current.
- (d) "Junior" open to anyone between 9 and 17 years of age but does not include voting or office holding. A junior membership may automatically convert to an individual or household membership at the age of 18.
- (e) "Honorary" open to an individual who has made significant contributions to the sport, breed or the club; Honorary members pay no dues and are not eligible to vote, but can maintain regular (or household) membership if they pay dues. Honorary membership is decided by a committee vote and ratified by the voting members.
- (f) "Senior" open to all persons seventy (70) years of age or older. Members may change their status to senior membership after their 70<sup>th</sup> birthday and will be entitled to one (1) vote. Senior membership dues shall be 50% of the single/family dues.

**SECTION 2. Dues.** Membership dues shall not exceed \$100 per year, payable on or before the **1<sup>st</sup> day of January** each year. Dues for a non-voting member shall be less than those for a voting member. No member may vote whose dues are not paid for the current year. During the month of **October**, the treasurer shall send to each member a statement of his dues for the ensuing year. It is highly recommended that the member send in his renewal with dues by trackable mail or by electronic transfer of funds, if available, so that receipt is documented. New membership dues paid during the months of October, November and December are considered paid for the remainder of the year through the following year.

**SECTION 3. Membership Requirements.** Each applicant for membership who is in good standing with AKC shall apply on a form as approved by the board of directors. The application shall provide that the applicant agrees to abide by these bylaws, the RTCA's Code of Ethics, The Rules and Regulations of The American Kennel Club and AKC's Code of Sportsmanship. The application shall state the name, address, telephone number and email address. It shall carry the endorsement of two (2) voting members in good standing from different households along with their email addresses so that the secretary may confirm the endorsement. No signatures will be required of the sponsors. The application shall also provide space for the signature of the applicant [electronic signature is acceptable]. Accompanying the signed application, the prospective member shall submit dues payment for the

current year. The application may be sent via mail or email and payment may be by check or electronic transfer of funds (if available). If the preceding requirements are met, the membership is granted.

#### **SECTION 4. Termination of Membership.**

Memberships may be terminated:

- (a) *By resignation.* Any member in good standing may resign from the club upon written notice to the secretary and such resignation shall be effective immediately;
- (b) *By lapsing.* A membership shall be considered as late if such member's dues remain unpaid (30 days) after the first of the fiscal year on **January 31<sup>st</sup>** and lapsed subject to termination if not paid by **March 1<sup>st</sup>**. In no case may a person be entitled to vote whose dues are unpaid.
- (c) *By expulsion.* A membership may be terminated by expulsion as provided in Article VI of these bylaws.

## **ARTICLE II Meetings**

**SECTION 1. Annual Meeting.** The annual meeting of the club shall be held between the **1<sup>st</sup> day of September** and the **31<sup>st</sup> of December** in conjunction with the club's Annual Specialty Show if possible, at a place, date and hour designated by the board of directors. The board will request that the voting membership submit any matters that they wish to be included on the agenda at least forty (40) days prior to the date of the meeting. Then the secretary sends the written notice by mail or email announcing the meeting to each voting member in good standing at least thirty (30) days prior to the date of the meeting. A notice about the general nature of a matter must be given in order for that matter to be voted upon at the annual meeting. No vote can be taken on a matter for which there was no notice. The quorum for the annual meeting shall be 10% of the voting members in good standing and at least one board member must be in attendance. It must be confirmed that a board member will be in attendance prior to scheduling the meeting and Annual Specialty Show. A favorable vote of 2/3 of the voting members present at the meeting is required to pass a measure up for consideration. If a quorum is not present at the annual meeting the question will go to the entire voting membership for a vote either by mail-in ballot or by electronic means. Refer to Article IV, Sections 2 and 4(d) for voting procedures.

**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 at a meeting of the board or who vote by mail or electronic means. A meeting shall also be called by the secretary upon receipt of a petition signed by 5% of the voting members of the club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the board of directors or it may be held via telephone conference call or via video conference in accordance with the law of the state in which the club is incorporated and AKC policy. Written notice of such meeting shall be mailed or emailed by the secretary at least fourteen (14) days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 10% of the voting members in good standing. If a quorum is not present at the meeting the question will go to the entire voting membership for a vote either by mail-in ballot or by electronic means. Refer to Article IV, Sections 2 and 4(d) for voting procedures.

**SECTION 3. Board Meetings.** The first meeting of the board shall be held immediately following the election. Other meetings of the board of directors shall be held at such times and places or via telephone conference call or

via video conference in accordance with AKC policy as are designated by the president or by a majority vote of the entire board. Written notice of each such other meeting shall be mailed or emailed by the secretary at the request of the president to each member of the board at least five (5) days prior to the date of the meeting. If the secretary is unavailable, another board member may send the written notice. The quorum for a board meeting shall be a majority of the board.

**SECTION 4. Board Business.** The board of directors may conduct its business by mail, facsimile transmission, and electronic process or by telephone conference call by the President. The results of balloting by conference call shall be attested to by the recording secretary. In the event that the recording secretary is unavailable, the President shall appoint an acting secretary for the conference call. As a condition precedent to the conduct of business through electronic process, the board shall adopt procedures that are in accordance with the law of the state in which the club is incorporated and AKC policy.

- a) that every board member shall be enabled to participate in the electronic conduct of such business;
- b) the verification of the identity of the participants in such electronic conduct of such business to determine that the participant is a board member eligible to participate in the electronic conduct of such business;
- c) the verification that the board members eligible to participate in the electronic conduct of such business are receiving all data and information that is disseminated through the electronic process;
- d) that all board members have agreed to conduct such business through electronic process.
- e) between meetings the board may have to deal with emergency circumstances and that the input of all board members will be solicited, however the situation will be dealt with based upon the responses received within the time frame required. The board members who were unable to respond shall have their opinions recorded.

### **ARTICLE III**

#### **Directors and Officers**

**SECTION 1. Board of Directors.** The board shall be comprised of the officers and three other persons, all of whom shall be voting members in good standing who are residents of the United States. They should represent geographical diversity as much as possible. They shall be elected for two-year terms as provided in Article IV, and shall serve until their successors are elected. The president, treasurer, and one (1) director position shall be elected in even numbered years; the vice president, secretary, and two (2) director positions shall be elected in odd number years. 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 bylaws.
- (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 and to assist other board members.
- (c) The secretary shall:
  - keep a record of all meetings of the club and of the board.
  - publish the written minutes to the membership.
  - keep a record and archive all votes taken by mail or electronically.
  - keep a record of all matters for which a record is ordered by the club.

- have charge of club correspondence.
- notify members of meetings.
- notify new members of their acceptance for membership.
- notify officers and directors of their election to office.
- keep a roll of the members who are in good standing with their name, zip code, phone number and/or email address and provide a copy to any member in good standing once every club year.
- keep a member roll that provides the information required by AKC.
- submit required annual updated membership list to AKC
- carry out such other duties as are prescribed in these bylaws.
- shall verify and report to the board and membership annually that all IRS, Tax and State Corporate documents have been filed by the person assigned to do so.

(d) The treasurer shall:

- collect and receive all moneys due or belonging to the club.
- deposit moneys in a bank approved by the board, in the name of the club.
- maintain financial books that shall at all times be open to inspection by the board.
- send out renewal notices to the membership in October.
- shall pay every bill that comes due when it arrives and shall pay for all lawfully required filings and insurance premiums.
- prepare a report that shall be given at every meeting of the condition of the club's finances and every item of receipt or payment not before reported.
- provide in writing, at the annual meeting, an accounting that shall be rendered of all moneys received and expended during the previous fiscal year that is provided to all members and the board.
- be bonded in such amount as the board of directors shall determine.
- provide appointed auditors with current and complete records of transactions and account and anything else they request in order to complete an audit.

(e) The offices of secretary and treasurer may be held by the same person, in which case the board shall be comprised of six (6) persons.

**SECTION 3. Vacancies.** Any vacancies occurring on the board or among the officers during the year shall be filled for the remainder of the term assigned to the position by a majority vote of the members of the board; 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**

### **The Club Year, Voting, Nominations, Elections**

**SECTION 1. Club Year.** The club's fiscal year shall begin on the **1<sup>st</sup> day of January** and end on the **31<sup>st</sup> day of December**. The club's official year shall begin immediately at the conclusion of the election on or after **June 1<sup>st</sup>** and shall continue through the next election. The elected officers and directors shall take office on **June 1<sup>st</sup>** following the election and each retiring officer shall turn over to his successor in office all properties and records, including social media accounts, electronic records, websites, domains and email groups relating to that office within two (2) weeks after the election (no later than **June 15<sup>th</sup>**).

**SECTION 2. Voting.** At the annual meeting or at a special meeting of the club, voting shall be limited to those voting members in good standing who are present at the meeting and who represent a quorum of 10% of the voting membership. Only matters brought to the board before the annual meeting are to be included in the agenda. The annual election of officers and directors, amendments to the constitution and bylaws and amendments to the “Official Standard of the Rat Terrier”, shall be decided by written secret ballot cast by mail or by electronic balloting. Refer to Section 4(d) in this Article. If the election is done by electronic balloting it must be conducted by an independent firm that specializes in electronic balloting in accordance with state law and AKC policy. Voting by proxy shall not be permitted. The board of directors may decide to submit other specific questions for decision of the members by written ballot cast by mail or in accordance with AKC’s procedure on “Electronic Balloting for AKC Parent Clubs”. The favorable vote of 2/3 of the voting members in good standing **who vote** by returning their ballot and the ballot is received by the deadline or who vote electronically by the deadline, shall be required to effect any such matter on the ballot. Voting members must sign a revocable written authorization agreeing to the electronic balloting process or they will continue to receive ballots via mail.

**SECTION 3. Annual Election.** The election of officers and directors shall be conducted by secret ballot. To be valid, ballots must be received by the secretary (or independent professional firm designated by the board). Ballots shall be counted by three inspectors of election who are voting members in good standing and are not members of the current board or candidates on the ballot (provided, however, that the board may designate an independent professional firm to send, receive and count the ballots apart from the annual meeting). If the election is done by electronic balloting it must be conducted by an independent firm that specializes in electronic balloting in accordance with state law and AKC policy. See Section 2 of this Article. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. If any nominee, at the time of the meeting, is unable to serve for any reason, such nominee shall not be elected and the vacancy so created shall be filled by the new board of directors in the manner provided by Article III, Section 4.

**SECTION 4. Nominations and Ballots.** No person may be a candidate in a club election who has not been nominated in accordance with these bylaws. The nominating Committee shall be chosen by the board of directors after soliciting volunteers from the membership before **January 15<sup>th</sup>** and their names are provided to the voting members in good standing by mail or email. The committee shall consist of three (3) members from different areas of the U.S.A., and two (2) alternates, all voting members in good standing, no more than one (1) of whom may be a member of the current board of directors. The board shall name a chairman for the committee. The Nominating Committee may conduct its business by mail or electronic means.

- a) The Nominating Committee shall solicit letters of interest and a brief biography from the membership via mail or email, nominate from among the eligible members of the club, one (1) candidate for each office and for each position on the board of directors and shall procure the acceptance of each nominee so chosen. The committee should consider geographical representation of the membership on the board to the extent that it is practical to do so. The committee shall then submit its slate of candidates to the secretary, who shall mail the list, including the full name of each candidate and the name of the state in which the candidate resides, to each member of the club on or before **February 15<sup>th</sup>**, so that additional nominations may be made by the members if they so desire. The interested parties who are not chosen are notified about the nomination process and they are provided with the correct forms so that they might pursue office through the election process.
- b) Additional nominations of voting members in good standing may be made by written petition addressed to the secretary and postmarked on or before **March 15<sup>th</sup>**. If nominated by a voting member in good standing it must be accompanied by a written and signed acceptance signifying the nominee’s willingness to be a candidate. [The signature must be original]. The nominee, whether self-nominated or nominated by a

member, must also include a brief biography that will be made available to the membership. No person shall be a candidate for more than one position. If the secretary is an opposed candidate in the election and the board does not utilize an independent professional firm, the board shall designate another officer or director who is not a candidate in the election to send the final slate to the membership, and tabulate results if the election is held electronically or receive ballots for tabulation applicable to subsections “4c” and “4d”.

- c) If no valid additional nominations are postmarked on or before **March 15<sup>th</sup>** and received no later than **March 22<sup>nd</sup>**, the Nominating Committee’s slate shall be declared elected and no balloting will be required.
- d) If one or more valid additional nominations are postmarked on or before **March 15<sup>th</sup>** and received no later than **March 22<sup>nd</sup>**, the secretary (or an independent professional firm designated by the board) shall, on or before **April 15<sup>th</sup>**, mail or email to each member in good standing the biography for each candidate and either information listing all of the candidates in alphabetical order for each position, with the names of the states in which they reside and instructions about how to vote electronically or a ballot listing all of the nominees for each contested position in alphabetical order, with the names of the states in which they reside, together with a blank envelope and a return envelope addressed to the secretary (or designated professional firm) marked “Ballot” and bearing the name of the member to whom it was sent. So that the ballots may remain secret, each voter after marking their ballot, shall seal it in the blank envelope, which in turn shall be placed in the second envelope addressed to the secretary (or designated professional firm). To be valid, electronic voting must be completed by **May 1<sup>st</sup>** or the ballots must be received on or before **May 1<sup>st</sup>**. The inspectors of election (or designated professional firm) shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the blank envelopes and the inspectors shall certify the eligibility of the voters as well as the results of the voting. If the election is done by electronic balloting it must be conducted by an independent firm that specializes in electronic balloting in accordance with state law and AKC policy. Results shall be announced no later than **May 15<sup>th</sup>** by mail or email.
- e) In the event of a tie vote, a board member not on the ballot or an independent professional will draw the winning name from a hat.
- f) Nominations cannot be made at the annual meeting or in any manner other than as provided above.

## **ARTICLE V**

### **Committees**

**SECTION 1. Standing Committees.** The board may each year appoint standing committees to advance the work of the club in such matters as dog shows, companion events, performance events, trophies, annual prizes, membership, a procedure manual with standing rules and policies, plus 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. Committee Appointment 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.

## **ARTICLE VI**

### **Discipline And Member's Rights of Hearing**

**SECTION 1. American Kennel Club Suspension.** Any member who is suspended from any of the privileges of The American Kennel Club automatically shall be suspended from privileges of this club 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 or the breed. Written charges with specifications must be filed in duplicate with the secretary together with a deposit of \$100.00 which shall be forfeited if such charges are not sustained by the board or a committee following a hearing. Disciplinary hearings may be held via telephone conference call provided there is a bylaw provision which enables the board to transact business by teleconference. 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 which would be prejudicial to the best interests of the club or of the breed. If the board considers that the charges do not allege conduct which would be prejudicial to the best interest of the club or the breed, it may refuse to entertain jurisdiction. If the board entertains jurisdiction of the charges, it shall fix a date of a hearing by the board or a committee of not less than three (3) members of the board, not less than three (3) weeks nor more than six (6) weeks thereafter. The secretary shall promptly send one (1) copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

**SECTION 3. Board Hearing.** The board or board committee shall have complete authority to decide whether counsel may attend a hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the board or members committee may by a majority vote of those present, provide a reprimand to the defendant. A written reprimand directed exclusively to the defendant may be somewhat detailed but an official (published) reprimand should only indicate that subsequent to a board hearing "member (X) was officially reprimanded as a result of charges filed by member (Y)." Punishment may be suspension of the defendant from all privileges of the club for not more than six months from the date of the hearing, or until the next annual meeting if that will occur after six months. If 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 fellow members at the ensuing club meeting, which considers the recommendation of the board or board committees. Immediately after the board or board committee has reached a decision, its findings shall be put in written form and filed with the secretary. The secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

**SECTION 4. Expulsion.** Expulsion of a member from the club may be accomplished only at the annual meeting of the club following a hearing and upon the recommendations of the board or board committee as proved in Section 3 of this Article. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The president shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak on his own behalf. The members shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the annual meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall stand.



## **ARTICLE VII**

### **Removal of Officers and Directors**

**SECTION 1. Removal of Board Member(s).** The process for removal of a board member may be initiated in two different ways. It can begin with the board of directors acquiring a majority vote of the Board to remove another board member or by a written petition to remove a board member from voting members of the club. Said Petition must contain original signatures that may be signed independently on duplicate forms and collected by a single organizer prior to submittal to the secretary. The voting members' petition recommending that a board member be removed from the board shall then be addressed to the secretary and the signatures on the petition shall represent at least 20% of the voting membership. The petitioner shall also send copies of the petition to the remainder of the board. If the secretary is a defendant in the action, the vice president shall take over duties of the secretary until the action has been resolved. The motion to remove a board member shall be put to the voting membership for a vote.

**SECTION 2. Board Member Rights.** The member, for whom the majority of the board has voted to remove or a petition for removal from 20% of the voting membership has been received, shall be informed of the reasons for this action by registered mail with a return receipt requested not less than ten (10) calendar days prior to the vote for removal. Said board member shall be given the opportunity to respond to the board on the charges in writing prior to the vote being conducted. The member is not entitled to vote.

**SECTION 3. Voting.** Notice of the board's cause for removal, including facts, or the petitioners' cause for removal, including facts, shall be set forth in a notice sent to the full membership. No more than 15 days after notice is sent out to the membership, the voting membership shall be given instructions on how to vote on the board's recommendation to remove a board member from the board. Voting can take place via a mail-in ballot or by electronic means. Full process and procedure as described in Article IV, Sections 2 and Section 4(d).

**SECTION 4. Automatic Removal.** The secretary shall keep a voting record of each board Member. At the end of each quarter (March 31, June 30, September 30, December 31), the secretary shall review the voting records for said quarter. Any board Member, who has failed to vote on at least 75% of all board issues within said period, unless excused by a majority of the board, shall be automatically removed from office.

## **ARTICLE VIII**

### **Amendments**

**SECTION 1. Written Petition.** Amendments to the constitution and bylaws or to the "Official Standard of the Rat Terrier" may be proposed by the board of directors or by written petition from the membership. The petition must contain original signatures that may be signed independently on duplicate forms and collected by a single organizer prior to submittal to the secretary. They shall then be addressed to the secretary and the signatures must represent 20% of the voting membership in good standing. Amendments proposed by such petition shall be promptly considered by the board of directors and must be submitted to the members with recommendations of the board by the secretary for a vote within three (3) months of the date when the petition was received by the secretary.

**SECTION 2. Voting.** The constitution and bylaws may be amended at any time, provided a copy of the proposed amendment has been mailed or sent in accordance with AKC's procedure on "Electronic Balloting for AKC Parent Clubs" by the secretary to each member in good standing and, on the date of mailing, accompanied by a ballot on

which a choice for or against the action to be taken shall be indicated. Dual-envelope procedures described in Article IV, Section 4(d) shall be followed in handling such ballots, to assure secrecy of the vote. Notice with such ballot shall specify a date not less than thirty (30) days after the date the initial ballot is postmarked, by which date the ballots must be returned to the secretary or the designated professional firm to be counted. The favorable vote of 2/3 of the voting members in good standing **who vote** by returning their ballot and the ballot is received by the deadline or who vote electronically by the deadline, shall be required to effect any such amendment. If the election is done by electronic balloting it must be conducted by an independent firm that specializes in electronic balloting in accordance with state law and AKC policy.

The “Official Standard of the Rat Terrier” may be amended at any time in accordance with current AKC policies, provided a copy of the proposed amendment has been mailed or sent in accordance with AKC’s procedure on “Electronic Balloting for AKC Parent Clubs” by the secretary to each member in good standing and, on the date of mailing, accompanied by a ballot on which a choice for or against the action to be taken shall be indicated. Dual-envelope procedures described in Article IV, Section 4(d) shall be followed in handling such ballots, to assure secrecy of the vote. Notice with such ballot shall specify a date not less than thirty (30) days after the date the initial ballot is postmarked, by which date the ballots must be returned to the secretary or the designated professional firm to be counted. The favorable vote of 2/3 of the voting members in good standing **who vote** by returning their ballot and the ballot is received by the deadline or who vote electronically by the deadline, shall be required to effect any such amendment. If the election is done by electronic balloting it must be conducted by an independent firm that specializes in electronic balloting in accordance with state law and AKC policy.

\*(No amendment to the constitution and bylaws or to the “Official Standard of the Rat Terrier” that is adopted by the club shall become effective until it has been approved by the Board of Directors of The American Kennel Club).

## **ARTICLE IX**

### **Dissolution**

**SECTION 1. Written Consent.** The club may be dissolved at any time by the written consent of not less than 2/3 of the voting members in good standing.

**SECTION 2. Dispersal of Assets.** In the event of the dissolution of the club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of the 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 of directors.

## **ARTICLE X**

### **Order of Business**

**SECTION 1. Meetings of the RTCA.** 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
- Reports of Committees
- Election of officers (at annual meetings)
- Election of new members
- Unfinished business
- New business
- Adjournment

**SECTION 2. Meetings of the Board.** The order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business
- Election of new members
- New business
- Adjournment

## **ARTICLE XI**

### **Parliamentary Authority**

**SECTION 1. Robert's Rules of Order.** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the RTCA 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 RTCA may adopt.

(Voted on and approved by members effective October 10, 2018)

## **ADDENDUM**

### **Important Dates**

- January 1 – fiscal year begins
- January 1 – dues must be remitted to remain in good standing
- January 15 – nominating committee chosen and names announced to members
- January 31 – dues are considered late
- February 15 – nominating committee submits the new slate to the secretary and the secretary will send that list to the membership
- March 1 – membership is considered lapsed subject to termination
- March 15 – postmark deadline for members to submit additional nominations for office
- March 22 – if no nominations postmarked by the 15<sup>th</sup> are received from membership, the slate is declared elected
- March 31 – dues are considered lapsed and subject to termination
- April 15 – ballots are sent to members for each position with at least two voting members in good standing running
- May 1 – ballot MUST be received by the secretary
- May 15 – results of the election are announced
- June 1 – official club year begins
- June 1 – elected officers and directors take office
- June 15 – former board turns over all RTCA documents and records to new board
- September 1 thru December 31 – annual meeting shall be held in conjunction to the annual specialty show, if possible
- October – secretary sends out renewal notices
- December 31 – fiscal year ends