CONSTITUTION AND BYLAWS
OF THE SOUTHWEST SNIFFERS SCENT WORK CLUB OF NEW MEXICO

CONSTITUTION

ARTICLE I
Name and Objects

SECTION 1. The name of the club shall be Southwest Sniffers Scent Work Club of New Mexico, hereinafter referred to as "the Club".

SECTON 2. The objectives of the Club shall be:

- **(a)** to do all in its power to protect and advance the interests of the sport of scent work;
- **(b)** to support and encourage efforts to improve public perception of the sport;
- **(c)** to promote educational and social activities among members;
- **(d)** to hold and participate in scent work activities, including but not limited to, practice drills, fun matches, and scent work trials;
- **(e)** to encourage members to support such scent work activities with entries, volunteering, prizes and donations;
- **(f)** to encourage sportsmanlike conduct at such events;
- **(g)** to encourage the education and training of judges for AKC Scent Work;
- **(h)** to have members abide by the AKC Code of Sportsmanship.
- **(i)** and to conduct any other event for which the Club is eligible under the Rules and Regulations of The American Kennel Club.

SECTION 3. The Club shall not be conducted or operated for profit and no part of any profits, net earnings, or remainder or residue from dues or donations to the corporation shall inure to the benefit of, or be distributable to any members, officers, directors, or other private individuals, 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.

SECTION 4. The members of the Club shall adopt and may from time to time revise such Bylaws as may be required to carry out these objectives.

BYLAWS

ARTICLE I
Membership

SECTION 1. *Eligibility.* There shall be individual, family and associate types of membership open to all persons who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club.

SECTION 2. *Types of Membership*.

(a) *Full Individual Membership.* A full individual membership is for any person who is over the age of 18 and who subscribes to the objectives of the Club.
(b) *Family Membership.* A family membership is for married partners or for an individual parent and all children residing at the same address as the parent. Dues for such membership shall be 1.5 times the dues for individual full membership.
(c) *Junior Membership.* A junior membership is for any person under the age of 18 desiring a separate individual membership. Dues for junior memberships shall be 1/2 the full individual membership.
(d) *Lifetime Membership.* Lifetime Membership will not be offered.
(e) Additional classifications of Memberships may be defined in the Standing Rules as needed.

Note that any requirements in the Standing Rules that are contrary to these Constitution and Bylaws shall be null and void.

Any member who is a) a junior member, b) a person not in good standing with the Club (one whose dues are not paid for the current year), or c) a member not in good standing with AKC shall be deemed a non-voting member.

SECTION 3. *Election to Membership.* Each applicant for membership shall apply on a form as approved by the Board of Directors of the Club and which shall provide that the applicant agrees to abide by the constitution and bylaws and the rules of The American Kennel Club. The application shall state the name and address of each applicant. Accompanying the application, the prospective member shall submit dues payment for the current year. All applications are to be filed with the Treasurer and each application is to be read at the first meeting of the Club following its receipt. At the next Club meeting the application will be voted upon by secret vote, and an affirmative vote of 2/3 of the members in good standing and present at the meeting, is required to admit the applicant to membership. A sponsor is not required for membership.

Applicants for membership who have been rejected by the Club may not reapply within six months after such rejection.

Alternatively, the Board may vote on prospective members via email. To vote on a membership application via email, a copy of the application must be provided to each member and a written record of the vote must be recorded by the Secretary. A quorum of the members must respond via email and of those responding, a majority vote is required to accept the membership application.

SECTION 4. *Dues.*

Dues for Membership classified in these Bylaws shall be as follows:

a. Individual Membership dues shall be $10 per year;

b. Family Membership dues shall be $15 per year,

c. Junior Membership dues shall be $5 per year,

d. New members who join mid-year shall have their dues pro-rated as follows:

1. All classifications of members joining between January 1 and March 31 shall pay the full amount for their specific classification;

2. All classifications of members joining between April 1 and June 30 shall pay three-quarters of the current dues amount for their specific classification;

3. All classifications of members joining between July 1 and September 30 shall pay one-half of the current dues amount for their specific classification;

4. All classifications joining between October 1 and December 31 shall pay one-quarter of the current dues amount for their specific classification.

e. Annual dues shall be determined by The Board. The Board may from time to time increase individual membership dues, with the approval of the membership. Any increase over the prior year's dues must be approved by the Club at a regular meeting with a consent of not less than ¾ of the eligible voting membership present. Non-voting members do not count towards the determination of a quorum. Dues shall be payable on or before the 1st of January of each year. Dues are considered delinquent on the last day of January. During the month of December notification will be posted to the general membership of dues owed.

SECTION 5. *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. No member may resign when in debt to the Club. Obligations other than dues are considered a debt to the Club and must be paid in full prior to resignation.

(b) *by lapsing.* A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year; however, the Board may grant an additional 30 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.

(c) *by expulsion.* A membership may be terminated by expulsion as provided in Article VI of these bylaws.

SECTION 6. *Reinstatement of Membership***.**

A member whose membership has been terminated, by virtue of failing to pay dues by 30 days after the first day of the fiscal year, may apply for reinstatement. Within 90 days following membership termination, the member shall apply on a reinstatement form as approved by the Board. Accompanying the reinstatement application, the member shall submit a reinstatement fee in the amount specified in the Standing Rules and dues payment for the current year. Membership will be considered automatically reinstated if such reinstatement application is submitted within the 90 day period (i.e., by 120 days after the first day of the fiscal year).

ARTICLE II
Meetings and Voting

SECTION 1. *Club Meetings.* Meetings of the Club shall be held a minimum of quarterly in Albuquerque or within the greater Albuquerque area at such hour and place as may be designated by the Board of Directors. Meetings shall be held in Albuquerque or within the greater Albuquerque area, at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Meetings may be held electronically, in lieu of physical meetings, based on weather, Covid, and other events, as deemed appropriate by the Board. Written notice of such a meeting shall be emailed or mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for any annual, regular or special meeting shall consist of 20 percent of the members in good standing and at least 5 members of the Board.

Members desiring to place items on a meeting agenda shall submit such items to the President no fewer than seven (7) calendar days prior to the meeting.

SECTION 2. *Special Club Meetings.* Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board. A Special Club meeting may also be called by the Secretary upon receipt of a petition signed by 5 members of the Club who are in good standing. Such special meetings shall be held in Albuquerque or within the greater Albuquerque area, or electronically, at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be emailed or mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other business may be transacted at that meeting. The quorum for such a meeting shall be as defined in Article II, Section 1.

SECTION 3. *Annual Meetings*. The regular club meeting held in November shall be designated the annual meeting for the purpose of receiving annual reports and the election of officers.

SECTION 4. *Board Meetings.* Meetings of the Board of Directors shall be held a minimum of quarterly in Albuquerque or within the greater Albuquerque area, or electronically, at such place, date and hour as may be designated by the Board. Written notice of such a meeting shall be emailed or mailed by the Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

SECTION 5. *Special Board Meetings.* Special meetings of the Board may be called by the President, and shall be called by the Secretary upon receipt of a written request signed by at least 3 members of the Board. Such special meetings shall be held in Albuquerque or within the greater Albuquerque area, or electronically, at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be emailed or mailed by the Secretary at least 5 days and not more than 10 days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other business shall be transacted at that meeting. The quorum for such a meeting shall be a majority of the Board.

SECTION 6. *Voting.* Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which the member is present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III
Directors and Officers

SECTION 1. *Board of Directors.* The Board shall be comprised of the Club's officers and five other persons to serve as Directors, all of whom shall be members in good standing, and all of whom shall be elected for one-year terms at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. **General management of the Club's affairs shall be entrusted to the Board of Directors**. These officers shall perform the duties prescribed by these Bylaws, the Standing Rules, or Board of Directors. Any change to the numbers or duties of Officers or Directors of the Club shall be made pursuant to the procedures outlined in the Standing Rules.

All changes to the Standing Rules must be approved by a majority vote of the Board. Any requirement in the Standing Rules which are contrary to the Constitution and Bylaws shall be null and void.

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 and the Standing Rules. The President shall be an ex officio member of all committees.

(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.

(c) The Secretary shall create and keep a written record of all meetings of the Club and of the Board, and of all votes, including those taken by mail, and of all matters of which a record shall be ordered by the Board or the Standing Rules. The Secretary shall maintain a master file of necessary business and legal forms needed by the Club as well as a current master membership roster and shall carry out such other duties as are prescribed in these Bylaws and the Standing Rules. The Secretary shall also prepare and submit the reports of the Annual Meeting to the American Kennel Club, shall prepare and submit a list of newly elected officers to the American Kennel Club, and shall read aloud the duties of each officer and committee at the annual meeting prior to officer and committee chairperson elections.

The Secretary shall also have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed in these Bylaws and the Standing Rules.

(d) The Treasurer shall collect and receive all moneys due or belonging to the Club. Moneys shall be deposited in a bank designated by the Board, in the name of the Club. All checks drawn on this account of $250 or more must be signed by 2 of the following: Treasurer, President, or designated Director or as defined in the Standing Rules. The books shall at all times be open to inspection by the Board and a report shall be given at every meeting of the condition of the Club's finances and every item of receipt or payment not before reported. At the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year.

SECTION 3. *Disbursements.* All disbursements shall be to accomplish the purpose of the Club and shall be properly reviewed as defined in the Standing Rules. The Board may authorize the disbursement of funds to an amount at defined in the Standing Rules. Any amount in excess of that established by the Standing Rules must be approved by a majority of those Club members in good standing and voting at a regular or special meeting. The Board may further authorize the disbursement of funds to committees as specified in the Standing Rules.

SECTION 4. *Vacancies.* Any vacancies occurring on the Board during the year shall be filled until the next annual election by a majority vote of the members of the Board at its first regular meeting following the creation of such vacancy, or at a special Board meeting called for that purpose; except that a vacancy in the office of President shall

be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board as previously described.

ARTICLE IV
The Club Year, Annual Meeting, Elections

SECTION 1. *Club Year.* The Club's fiscal year shall begin on the 1st day of (January) and end on the last day of (December). 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 the regular Club meeting held in the month of November, at which time officers and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 3 of this Article. New officers shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

SECTION 3. *Nominations.* No person may be a candidate in a Club election who has not been nominated. During the month of September or up to no more than 6 weeks prior, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before September 15th. The names and emails of the committee chair, committee members, and alternate shall be published as defined in the Standing Rules.

(a) The committee shall nominate one candidate for each of the Officer and for each of the Director positions on the Board and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
(b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least 2 weeks before the October meeting, publish the report as defined in the Standing Rules, thereby notifying each member in writing of the candidates so nominated.
(c) Additional nominations may be made at the October meeting by any member in attendance, provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.
(d) Nominations **cannot** be made at the annual meeting or in any manner other than as provided in this Section.

SECTION 4. *Elections and Voting.*

(a) The nominees shall be elected by the general membership at the annual meeting. The voting shall be by secret mail ballot sent by the Secretary.
(b) Ballots shall be sent to each member with instructions to put the marked ballot into the envelop marked "BALLOT" AND SEALED. The "BALLOT" envelope is to be placed into another envelope which shall be identified on the outside by the member's name and return address.
(c) Ballots shall be mailed by the Secretary to the membership at least 2 weeks prior to the date of the annual meeting.
(d) Ballots shall be returned to the Secretary prior to the start of the annual meeting.

(e) Ballots received by the Secretary shall be checked, prior to opening, against a list of members that are qualified to vote per ARTICLE I, SECTION 2. The eligible, sealed, "BALLOT" envelopes shall be given to the Nominating Committee Chairperson for counting by 2 club members that are not on the ballot.
(f) The nominated candidate for each Club Officer position receiving the greatest number of votes shall be declared elected.
(g) The nominated candidates for the Board of Directors positions receiving the greatest number of votes for such positions shall be declared elected.
(h) In case of a tie vote for an Officer or Board of Director, said tie shall be broken by another mail vote within 30 days after the annual meeting using the same procedure as noted above.
(i) Electronic voting via email or other internet based means may be used, after Board approval, for any election or other vote, provided that the method for such is secure as to both the possibility of fraud and the protection of the identities of the voters. A written record of the vote must be recorded by the Secretary.

ARTICLE V
Committees

SECTION 1. The Board may each year appoint the chairs of the Standing Committees, as designated in the Standing Rules, to advance the work of the Club in such matters as events, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final approval and authority of the Board.

Special committees may also be appointed by the Board to aid it on particular projects.

Duties and procedures of the standing committees and special committees shall be approved by the Board and entered into the Standing Rules.

SECTION 2. 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

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 the privileges of this Club for a like period.

SECTION 2. *Charges.* An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of the amount specified in the Standing Rules which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, **and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club, it may refuse to entertain jurisdiction.** If the Board entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board not less than 3 weeks nor more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges and the specifications to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

SECTION 3. *Board Hearing.* The Board shall have complete authority to decide whether counsel may attend the 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 may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the Club for not more than 6 months from the date of the hearing. And, 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/her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

SECTION 4. *Expulsion.* Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club, to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendation, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII
Amendments

SECTION 1. Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20 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 members with recommendations of the Board by the Secretary for a vote within 3 months of the date when the petition was received by the Secretary.

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

SECTION 3. No amendment to the Constitution or 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.

ARTICLE VIII
Dissolution

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. 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. 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 IX
Order of Business

SECTION 1. At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

Roll Call
Minutes of last meeting
Report of President
Report of Secretary
Report of Treasurer
Reports of committees
Election of new members
Unfinished business
New business
Election of Officers and Board (at annual meeting)
Adjournment

SECTION 2. At 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 Secretary
Report of Treasurer
Report of committees
Unfinished business
New business
Adjournment

ARTICLE X
Parliamentary Authority

SECTION 1. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, Standing Rules, and any other special rules of order the Club may adopt.