

NORTHWEST K9 SNIFFERS CLUB

BY-LAWS

- I. **NAME:** Northwest K9 Sniffers Club (also referred as NWK9Sniffers Club or the Club)
- II. **PURPOSE:** The purpose of the NWK9 Sniffers Club is to promote and foster an interest in, and appreciation of, companion dogs trained in scent detection sports; to promote positive educational and other training events; and to offer canine scent work activities.
- III. **MEMBERSHIP:** NWK9 Sniffers Club has no employees and no member will be paid a salary.

1. Classes of membership:

Individual: (18 yrs and older) 1 vote

Family: 2 or more adult members of the same family. 1 vote per adult

Junior: under 18 yrs of age (*must be accompanied by an adult to all events*); no vote

Honorary: Open to any individual who has served the Club in a way the Board and membership chooses to recognize by designating as an Honorary Member. An Honorary member is not entitled to vote or hold office. No dues shall be required of an Honorary Member.

2. Eligibility for membership:

Members shall be actively practicing or involved with canine detection sports.

3. Dues or fees:

Membership dues are due upon acceptance for membership.

Family dues rate shall be determined to be one and one half times the regular membership rate. Junior dues shall be at one half the regular membership rate.

Dues are delinquent if not received within 15 days of acceptance; Dues delinquency may affect future status of the member.

If dues are paid by check:

NFS checks will incur an NSF (non-sufficient funds) fee in addition to membership dues, which must be paid prior to reinstating membership.

A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after 45 days. The Board may grant an additional 30 days grace to such delinquent members in meritorious cases. A person whose dues are unpaid will not be entitled to vote at any club meeting.

4. Membership requirements/attendance

As this is a working club, there is an expectation that members will take an active part in the Club events. Attendance at meetings or events is encouraged of all general members.

Members must attend the Annual General Meeting in order to vote on business presented at the Annual Meeting.

5. Disciplinary procedures/procedures for removing membership

Every member will uphold the Club's By-laws and Code of Conduct. A member may have their membership terminated by a special resolution passed by the members at a meeting. Reasons for the expulsion will be stated (eg. non-compliance of the Club's Code of Conduct, Bylaws or Purpose, etc.). The member will be given an opportunity to be heard prior to the vote.

IV. CLUB YEAR

The Club's fiscal year shall run from May 1st to April 30th. All annual membership dues shall be due by May 15th for the next fiscal year. The dues for those newly approved for membership shall be due within two weeks. Any new member approved for membership after Nov 30th shall pay one half the annual membership dues amount. Dues not received by June 1st shall be considered lapsed and that membership shall be terminated.

V. DIRECTORS

1. Executive Board (aka Board of Directors)

Will be composed of no less than 3 officers. Volunteers will fill the offices of the club's board and by negotiation decide who holds which office.

It is expected that officers will make every effort to attend all board meetings. In the event they are not able to attend a meeting, they should contact the President or Vice President before the meeting. A Proxy vote may be given to another board member if the proxy is submitted to the secretary in writing. An officer who accumulates more than two absences will be subject to review and possible removal from office. Nothing contained in the by-laws prevents board matters from being voted on electronically, either via e-mail, internet forum (eg Wiggio®, Skype®, IM®, etc.) or phone, so long as the votes are appropriately recorded by the Secretary.

Directors shall be classed as officers.

The board has the power to spend money, enter into contracts and purchase supplies. It can represent the Club in dealing with the public, with government agencies and with related organizations.

When hosting club events, specific activities will be compensated. While the Club's Board positions are not remunerated, the Club may choose to provide reasonable compensation to individual Directors or Officers for services rendered subject to terms approved by the Board. This may include reasonable travel costs (IRS Mileage Rate, hotel and meals) incurred, plus a daily rate, to facilitate Club hosted events. The subject Board member must abstain from the compensation approval process.

2. Duties of Elected Officers are as follows:

- (1) The president presides at all meetings of the Club and of the directors. The president is the chief executive officer of the Club and shall supervise the other officers in the execution of their duties.
- (2) The vice president shall carry out the duties of the president during the president's absence.
- (3) The secretary shall do the following: conduct the correspondence of the Club; issue notices of meetings of the Club and directors; keep minutes of all meetings of the Club and the directors; have custody of all records and documents of the Club except those required to be kept by the treasurer; maintain the register of members.
- (4) The treasurer shall: keep financial records including books of account necessary to comply with accounting procedures and the law of WA state; render financial statements to the directors, members and others when required.
- (5) In the absence of the secretary from a meeting, the directors will appoint another person to act as secretary at the meeting.

3. Nominations and elections:

1. Any active member, in good standing, can nominate another member for office. The nominated member must accept the nomination before they can be considered a candidate. All nominations must be received no later than 6 weeks prior to notice of the Annual general meeting.
2. A member must be active and in good standing for a minimum of six months before being eligible to hold any office, including the Board of Directors.
3. There is one vote per adult member. Board Elections will be conducted at the Annual Meeting and any member present and in good standing is eligible to vote. Elections may be held using technology (eg. Email) and/or by sending ballots by post. The Secretary will receive and count the ballots or appoint a party to do so, and will report the results to the President. The President will share the results with the membership.
4. Elected officers shall hold office for a term of 2 years or until their successors are elected.
5. The Board can appoint members to temporarily fill office vacancies until the next election. The Board can poll the membership for active members willing to fill these vacancies. The Board can accept the resignation of an officer and may consider reinstatement of that officer if the resignation is withdrawn. The Board can expel an officer who does not comply with the Bylaws or the Code of Conduct.
6. The Board may choose to institute additional rules that will benefit the Club's operation. These rules will be noted in the minutes.
7. The immediate past President (as long as they are active and in good standing) shall be invited to sit as a member of the Board of Directors.

V. MEETINGS

1. There will be quarterly meetings for the general membership in addition to the Annual General Meeting.
2. The business of the Club will be discussed at the quarterly meetings. All efforts will be made to send out an agenda 2 weeks prior to the meeting; additional meetings may occur to include event planning decisions.
3. The Annual General Meeting will be a year-end assessment of the Club's business with shared financial statements, in addition to the general elections.
4. Any member, in good standing, can call a special meeting of the membership. The member will receive approval from the board and notice will be sent to the members by the secretary using all available technology (eg. email, phone, fax, snail mail) 10 days prior to the meeting. Special meetings will be limited to the topic at hand (eg. event planning).
5. The Board will determine the quorum at the start of each meeting.
6. The Board may cancel a meeting due to extraordinary circumstances. (illness, power outage, extreme weather, disaster, etc.)
7. The Board may meet on a date at the agreement of the majority of the officers. The meeting may be held using any technology (eg Skype®, Messenger®, phone etc.). When there is a tie vote, the president will break the tie.
8. The minutes of Board meetings will be available to any member in good standing, upon written request. This request will be filled within 14 days of the original request.

VII. COMMITTEES

1. Standing committees: Membership; Events; Volunteers
2. Committees will report to the Board. No action will take place without consultation and approval of the Board.
3. Special ad-hoc committees can be formed as needed to pursue the goals of the Club.
4. Board members can serve as ex-officio members of committees.

IX. PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED.

X. DISSOLUTION CLAUSE

If the Club dissolves, all physical assets will be offered to the members first (gratis), and secondly to other clubs. The board will present options and the membership will decide on dispersal of monetary assets.

XI. INDEMNITY CLAUSE

Members acknowledge that they participate voluntarily in any of the club meetings or events and

are fully aware that dog sports, dog events, trials, odor recognition tests, workshops, or any type of training can involve inherent dangerous risks, and by participating they expressly assume any and all risks of injury, loss, or death, and they agree to hold harmless NWK9Sniffers, their officials, directors, employees, volunteers and agents for any injury, loss, or death suffered during or in connection with any event/trial/training or workshop, whether or not such injury or loss resulted directly or indirectly, from the negligent acts or omissions of said officials, directors, employees, volunteers or agents of the event. The laws of the state of Washington govern the construction or application of said rules.

XII AMENDING BYLAWS

Amendments to the bylaws can be introduced at the Annual General Meeting.
A vote of two thirds is necessary for amendment.

Final June 7 2024