

**CONSTITUTION AND BYLAWS  
OF THE  
SOONER RETRIEVER CLUB  
APPROVED JANUARY 31, 2025**

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## **SECTION I**

The name of the Club shall be the Sooner Retriever Club.

## **SECTION II**

The purpose of the Sooner Retriever Club (SRC) is: To train retrievers and their owners for the preservation of game by the enforcement of uniform rules of the American Kennel Club, Inc., regulating and governing dog shows, field trials and hunt tests; to regulate the conduct of persons interested in exhibiting, training, breeding, and registering of retriever dogs; to prevent, detect, and eliminate frauds in connection therewith; to protect the interests of its members; pursue any activities pertinent to retriever dogs; and to generally do everything to advance the preservation, breeding, exhibiting, and maintenance of the purity of purebred retriever dogs.

## **SECTION III**

The officers of the club shall consist of: President, Vice-President, Secretary, Treasurer, Licensed Field Trial Secretary, and Licensed Hunt Test Secretary

## **SECTION IV**

All Directors and/or Officers are elected by the membership and will serve for a term of one year, such year to be consistent with the established and herein published fiscal year. The voting by the membership may be accomplished in public meeting, electronically, or by mail, at the discretion of the Board of Directors by Jan 31 and the new Officers and Directors shall take office no later than Feb 1.

Officers and Board Directors must be at least 18 years of age, full club members as defined by the club bylaws and constitution. Immediate family members may not hold office during the same annual term.

## **SECTION V**

The management of the Club shall be vested in the Board of Directors, consisting of: President, Vice-President, Secretary, Treasurer, Licensed Field Trial Secretary, Licensed Hunt Test Secretary and one Director at Large.

In the case of an outgoing President, they shall be a Director for one year following his/her term as President. The Board of Directors will consist of seven members. If the President is re- elected, he /she, with the approval of the Board, shall appoint the seventh Director.

## **SECTION VI**

The President shall serve as Chair of the Directors and shall preside at all meetings of the Club, the Club Officers and/or the Board of Directors and he/she shall have the power to call special meetings. The President shall have the duties and power normally appurtenant to the Office of President and any other powers herein granted and specified. In the absence of the President, the Vice-President will assume the chair and preside. In the absence of the Vice-President, the Secretary will assume the chair and preside.

## **SECTION VII**

The Board of Directors shall have the power to regulate the Club functions throughout the year; to appropriate money for said functions; and to carry out any other business arrangements of the Club within the limits herein allowed or deal with any other matters not herein provided for. Interpretation of any vague provisions of the Constitution and Bylaws shall be accomplished by a vote consisting of a majority of the Board. Four members shall constitute a quorum for conducting business at all duly called meetings of the Board. Voting by the Board of Directors on any club matters may be accomplished at a scheduled meeting, telephonically, electronically, or by mail.

## **SECTION VIII**

All decisions of the Board of Directors shall be decided by a simple majority (except where otherwise stated) with at least four votes known as the majority. In the case of a tie vote, the President shall be given another vote. Should a Board member be dropped during the fiscal year, such as by resignation, inactivity, or death, he/she shall be replaced for the duration of that term by a presidential appointee. By vote, the Board members may replace any Officer or Director for inactivity during a fiscal year or for failure to perform their duties.

## **SECTION IX**

The Board of Directors shall cause to be prepared by January 31 an annual detailed statement of the financial condition of the Club showing its receipts and expenditures for the previous fiscal year, the number of members and other matters of interest to the Club membership. The fiscal year shall terminate on December 31 *each year*.

## **SECTION X**

The Secretary shall keep complete records of all meetings of the Club, the Club Officers and/or Board of Directors and all other matters of which a record shall be ordered by the Club. He/she shall have charge of the correspondence of the Club. On the election of members, he/she shall send the member a written notice of his/her election and furnish him/her/ with a copy of the Constitution and Bylaws of the Club. He/she shall notify Officers, Directors, and members of their election or appointment and issue notices to members of all meetings. He/she shall keep a roll of the members of the Club; their current addresses, e-mails and phone numbers, and the type of dogs they own. The

Secretary will communicate the Board of Directors and membership roster on an annual basis per AKC guidelines for Clubs and submit changes to the club website.

## **SECTION XI**

The Treasurer shall collect and receive all money due or belonging to the Club and receipt thereof. With approval of the Board of Directors other members of the board may be listed on the bank accounts and may make deposits and/or pay expenses with notification to the Treasurer. No more than four members of the Board of Directors shall be listed on the bank accounts at one time. Any changes to bank accounts shall be implemented by the Treasurer at the direction of the Board of Directors.

The Treasurer will ensure any dues for any affiliate clubs or entities are paid upon approval of the Board of Directors for such expenses. The Treasurer will ensure any general or liability insurance is up to date and will make recommendation and seek approval from the Board of Directors in an annual review of club insurance needs.

The Treasurer will submit recommendations to the Board of Directors to obtain and maintain any tax exempt, non-profit status as directed by the Board of Directors. Any need for professional services will include business name, contact information and cost will be disclosed to the Board of Directors prior to entering into a written agreement.

His/her books shall always be open to the inspection of the Board of Directors and he/she shall report on the condition of the finances of the Club at every meeting or when requested, and at the annual meeting of the Club. He/she shall render an accounting of all monies received and expended during the previous year. The accounts must be audited by the President of the Club and a non-check writing board member that is not a spouse of an officer/director check writer annually.

The review of an independent professional service may be used in lieu of an internal audit, the Treasurer will submit reports from the entity contracted for the service. All reports must be reviewed and a vote from the Board of Directors to accept the report is required.

## **SECTION XII**

The Field Trial Secretary shall be responsible for all field trial administrative aspects. This shall include all functions noted per the most current copy of AKC Regulations & Guidelines for AKC Field Trials for Retrievers. The field trial secretary shall cause the following, to include but not limited to the following functions and related details, to occur:

PRE EVENT: contact/maintain contact with judges, confirm judges qualifications, judges questionnaire, order event shoot to kill permit, order birds, order bands, order ribbons, order trophies, order shells, order lunches/drinks, judges rooms/transportation, prepare welcome letter, prepare premiums, maintain mailing list, mail premiums, receive entries/evaluate received-premiums for completeness, conduct entry draw, collect entry fees, give entry receipts to club treasurer for deposit, contract for an entry service if utilized, obtaining land owner permission as necessary, and *obtain or confirm* liability

insurance, and obtaining property and workers compensation insurance as needed. Any leases, rental or increase in liability insurance shall be presented to the Board of Directors for approval.

EVENT: obtain money shortage/return overages, correct catalog errors, mark places/jams in catalogs, cause catalogs to be signed by all judges (3 copies – SRC, Retriever Field Trial News, & American Kennel Club), distribute ribbons/trophies, prepare secretary report.

POST EVENT: Enter results into online entry, submit within seven days: A) One signed/completed catalog to RetrieverField Trial News; B) The following to AKC: signed/completed catalog, check for dog entries and the recording fee, secretary report, and original entries. Also, maintain third copy of signed/completed catalog, update mail list, issue refunds and send thank you cards to judges and landowners.

### **SECTION XIII**

The Hunt Test Secretary shall be responsible for all hunt test administrative aspects. This shall include all functions noted per the most current copy of American Kennel Club (AKC) Regulations & Guidelines for AKC Hunt Tests for Retrievers The hunt test secretary shall cause the following to include, but not limited to the following functions and related details, to occur:

PRE EVENT: contact/maintain contact with judges, confirm judges qualifications, judges questionnaire, order event shoot to kill permit, order birds, order bands, order ribbons, order shells, order lunches/drinks, judges rooms/transportation, prepare welcome letter, prepare premiums, maintain mailing list, mail premiums, receive entries/evaluate received-premiums for completeness, conduct entry draw, collect entry fees, give entry receipts to club-treasurer for deposit, contract for an entry service if utilized, obtaining land owner permission as necessary, confirm or obtain liability insurance, and obtaining property and workers compensation insurance as needed. Any leases, rental or increase in liability insurance shall be presented to the Board of Directors for approval.

EVENT: obtain money shortage/return overages, correct catalog errors, mark finishers in catalogs, cause catalogs to be signed by all judges (3 copies – SRC, Retriever Field Trial News, & AKC), distribute ribbons/trophies, prepare secretary report.

POST EVENT: Enter results into the online entry system, submit within seven days: A) One signed/completed catalog to RetrieverField Trial News; B) One signed completed catalog, payment for dog entries and the recording fee, secretary report, and original entries submitted to AKC. Also, maintain a third copy of a signed/completed catalog for the club record and send thank you cards to judges.

#### **SECTION XIV**

Annual dues for each Sooner Retriever Club membership are due January 1 for the subsequent 12-month period. This defines the SRC Fiscal Year as January 1 to December 31. It is the responsibility of the secretary to provide written notice of annual dues to members at least forty-five days prior to the dues deadline. Individuals that have not paid their dues by January 1 will have a period of one year to pay their dues before removal from the membership list. However, unpaid members will not have any privileges granted to dues paying members. If at any point during the one-year period, unpaid members pay their dues, they will immediately regain all privileges granted to duespaying members.

#### **SECTION XV**

Every member shall pay annual dues as designated by the Board of Directors for individual membership *or* for family membership, payable prior to the 1 day of January each year.

The Board of Directors shall designate the amount of annual member dues by November 30 for the next fiscal year.

The Board of Directors may waive annual dues for those members that volunteer for events and/or key club activities.

Annual dues are waved for lifetime members. The "lifetime member" status is accomplished by being an SRC member or spouse of an SRC member in good standing for twenty-five or more years.

#### **SECTION XVI**

Each new candidate for club membership or elapsed membership seeking renewal (dues not paid for a 1-year period), shall be voted on by the Board of Directors.

#### **SECTION XVII**

Members may be amateurs or professional dog trainers. The definition of professional dog trainer will follow the AKC guidelines and definition. Professional dog trainers who are members may participate in exclusive club activities and training days with dogs they own but may not include any dogs for which they receive any sort of payment to train or board.

An Associate Member shall consist of a person in good standing with the AKC and has paid their current year club dues. Associate Members will be limited to participation in club training days discounts offered to SRC by various vendors and/or manufactures, and invitation to social/recreational activities.

A Full Member shall consist of a person who is a lifetime member or has paid their immediate past year and current years dues, is in good standing with the AKC, and volunteered at least one club AKC event in the past year. Family membership will have

one (1) vote per family.

Only a Full Member shall be entitled to one vote on matters subject to vote by club membership, are eligible to hold office, and are eligible for all club benefits. Benefits include participation in club training days, discounts offered to SRC by various vendors and/or manufactures, an invitation to social/recreational activities, and discounted rates and fees for SRC sponsored activities such as seminars, judging clinics, etc.

### **SECTION XVIII**

The Board of Directors shall have the power by at a minimum of 2/3 vote of the whole Board to forfeit the membership of any member of the Club for conduct, on his/her part, in the opinion of the Board, to endanger the welfare or character of the Club.

Examples for which removal may be in order are excessive fines by AKC, loss of a licensed event, conviction of animal abuse or doing anything detrimental to the club or its reputation. Suspension from AKC privileges is an automatic suspension from the club with no action required by the Board.

### **SECTION XIX**

The interest of any membership and the rights granted in the Club ceases with the termination of his/her membership.

### **SECTION XX**

No part of the net earnings of the Sooner Retriever Club shall inure to the benefit of any member, director, officer of the Club, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Club affecting one or more of its purposes), except as where otherwise noted in these bylaws, and no member, director, officer of the Club, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the club.

### **SECTION XI**

The club may be dissolved at any time with the written consent of not less than a majority of the membership for the time being. After payment of all debts and liabilities of the Club, its property and assets shall be donated to a wildlife organization of the club's choice.

### **SECTION XXII**

This Constitution and Bylaws can be amended only by a majority vote of the members. Ten days' notice and distribution of proposed changes is required for the voting membership.



### **SECTION XXIII**

At meetings of the Club or Board of Directors and/or Membership meetings, the order of the business so far as the character and nature of the meeting shall be as follows: Calling the roll and reading of minutes; reading of the President report, Treasurer report, Secretary report; reports of committees; elections; general business; adjournment.

### **SECTION XXIV**

All special committees shall be appointed by the President unless otherwise directed by a motion and vote of the Board of Directors.

The Board of Directors shall hold at a minimum, quarterly meetings at the discretion of the President or at the written request of four members of the Board of Directors  
There shall be at a minimum an annual meeting for all club members during the month of January.

### **SECTION XXVI**

A special meeting of the Club shall be called by the President upon a written request of five members of the Club.

### **SECTION XXVII**

The Board of Directors may purchase a low-risk Certificate of Deposit (CD) or other money market account for the purpose of purchasing property, renting property or other activity.

Any contracts for leasing of land for training and/or events must entered by a vote of the full Board of Directors.

### **SECTION XXVIII**

From time to time, as dictated by an excellent financial condition\* of the Club, the officers and the board of directors of the club, with the knowledge of the full membership of the club, shall cause to happen for all members of the club, events that are purely enjoyable for the club members and are not related to any dog activity. Examples are the summer picnic and the Christmas party.

\* "Excellent financial condition" will be:

- Always have \$5000.00 in the checking account before a licensed event and
- in place, at least \$10,000 CD, or similar banking account after each licensed field event (if net profit allows).

## **SECTION XXIX**

The SRC will carry a limited liability policy for a minimum of one million dollars (\$1,000,000.00) of coverage for bodily injury and property damage. Any claim of liability from one SRC member or members to another member or members does not constitute a claim against the general membership of SRC or its officers or directors. Property insurance will also be carried as deemed necessary. Worker's Compensation Insurance will be carried to satisfy the requirements of the laws of the State of Oklahoma as needed.

The Board of Directors will determine the need for Directors and Officer liability and will carry such insurance if deemed necessary.