

**CONSTITUTION AND BYLAWS
OF THE
SOONER RETRIEVER CLUB
Current as of Jan 1, 2017**

SECTION I

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

SECTION II

The purposes of the Sooner Retriever Club (SRC) are: 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, running, breeding, and registering of retriever dogs; to prevent, detect, and punish 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 study, breeding, exhibiting, running, 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-Treasurer, and Licensed Hunt Test Secretary-Treasurer.

SECTION IV

All Directors and/or Officers are elected by the membership and will serve for a term of 1 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 mail, at the discretion of the Board of Directors. Election shall be completed each year prior to the second Monday of December and the new Officers and Directors shall take office on January 1 each year.

Officers and Board Directors must be at least 18 years of age. 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,-Treasurer, Licensed Hunt Test Secretary-Treasurer and 1 other Director in addition to the outgoing President who shall be a Director for 1 year following his term as President. The Board of Directors will consist of 7 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 Chairman 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 majority of the Board. Four members shall constitute a quorum for the conduct of 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) where at least 4 votes. 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 February 28 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 the first day of January 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, their professions and the type of dogs they own.

SECTION XI

The Treasurer shall collect and receive all money due or belonging to the Club and receipt thereof. The petty cash fund may contain \$50.00. Any excess of \$100.00 must be deposited in the bank designated by the Board of Directors in the name of the Club. His/her books shall at all times be open to the inspection of the Board of Directors and he/she shall report to them at every meeting the condition of the finances of the Club when requested, and at the annual meeting of the Club. He/she shall render an accounting of all monies received and expended during the year previous, which account 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.

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 secretary-treasurer for deposit, contract for an entry service if utilized, obtaining land owner permission as necessary, and obtaining liability insurance, and obtaining property and workers compensation insurance as needed.

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: submit within seven days: A) One signed/completed catalog to Retriever Field 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, and send thank you cards to judges.

ON GOING: Pay National Open and National Amateur club dues.

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 secretary-treasurer for deposit, contract for an entry service if utilized, obtaining land owner permission as necessary, obtaining liability insurance, and obtaining property and workers compensation insurance as needed.

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: submit within seven days: A) One signed/completed catalog to Retriever Field 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 and send thank you cards to judges.

ON GOING: Pay Master National club dues.

SECTION XIV

Annual dues for each Sooner Retriever Club membership are due January 1st for the subsequent 12-month period. This defines the SRC Fiscal year as January 1st to December 31st. It is the responsibility of the secretary to provide written notice of annual dues to members at least 45 prior to the dues deadline. Individuals that have not paid their dues by January 1st will have a period of one year to pay their dues before being removed 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 dues paying members.

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

SECTION XV

Every member shall pay dues of \$25.00 for an individual membership or \$35.00 for a family membership, payable prior to the 1st day of January each year. Individual membership dues are waived for a member if they were a member in good standing the previous fiscal year and worked 1 full (or equivalent) day during the previous fiscal year at a SRC AKC licensed field event or club work day as determined by the president. One "1" work day shall consist of 10 hours. The end of each work day shall be determined by the event secretary for shorter event days. Half days will be recognized as 5 hours. Members shall check in and out with the event secretary to have hours worked track. If only one member of a family membership meets the waived membership dues requirement, they may retain the family membership by paying the difference between a family and individual membership cost.

Annual dues are waived 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

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 an invitation to social/recreational activities.

A Full Member shall consist of a person who is a lifetime member or has paid their immediately past year and current years dues, is in good standing with the AKC, and worked 1 full (or equivalent) day during the previous fiscal year at a SRC AKC licensed field event or club work day as determined by the president. Only a Full Member shall be entitled to one "1" vote on matters subject to vote by club membership, are eligible to hold office, and are eligible for all club perks. Perks 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 2/3 vote of the whole Board to forfeit the membership of any member of the Club for conduct, on his/her part, likely, 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, 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 2/3 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 clubs' choice.

SECTION XXII

This Constitution and Bylaws can be amended only by a 2/3 vote of the members present at a special meeting. Ten days' notice is required for each special meeting.

SECTION XXIII

At meetings of the Club, the order of the business so far as the character and nature of the meeting may permit shall be as follows: Calling the roll and reading of minutes; reading of the Secretary-Treasurer report; reports of committees; elections; general business; adjournment.

SECTION XXIV

All special committees shall be appointed by the presiding officer unless otherwise ordered in the motion.

SECTION XXV

The Board of Directors shall hold meetings at the discretion of the President or at the written request of 4 members of the Board of Directors.

SECTION XXVI

A special meeting of the Club shall be called by the President upon a written request of 5 members of the Club.

SECTION XXVII

The Board of Directors may purchase a low-risk Certificate of Deposit (CD) for the purpose of purchasing property, renting property or other activity so voted on by a majority of the membership at a membership meeting.

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 \$4000K in the checking account before a licensed event and
- in place, at least \$1000 CD 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 in order to satisfy the requirements of the laws of the State of Oklahoma.