

**MICHIGAN  
CHESAPEAKE BAY RETRIEVER  
CLUB**

**CONSTITUTION & BY-LAWS**

*Amended 01/10/2026*

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**MICHIGAN CHESAPEAKE BAY RETRIEVER CLUB  
CONSTITUTION & BY-LAWS**

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# MICHIGAN CHESAPEAKE BAY RETRIEVER CLUB CONSTITUTION

## CONSTITUTION

### **Section 1) Name**

The name of the Corporation, hereinafter referred to as the Club, shall be the Michigan Chesapeake Bay Retriever Club, also known as the MCBRC.

### **Section 2) Objectives**

The specific and primary purposes for which this corporation was formed are to foster and encourage the ethical breeding of the Purebred Chesapeake Bay Retriever dog, promote responsible dog ownership, promote conservation of game through the use of Chesapeake Bay Retriever's in waterfowl and upland game shooting, and promote the versatility of the breed.

The objectives of the Club shall be:

- a) To encourage and promote quality in the breeding of purebred Chesapeake Bay Retrievers and to do all possible to bring their natural qualities to perfection in both genotype and phenotype.
- b) To urge Members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only accepted standard of excellence by which Chesapeake Bay Retrievers shall be judged.
- c) To do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition under the rules and regulations of The American Kennel Club (AKC) at:
  - Agility trials
  - Field trials
  - Obedience trials
  - Other competitive events
  - Dog Shows
  - Hunting tests
  - Tracking tests
- d) To conduct sanctioned matches under the rules and regulations of The American Kennel Club (AKC) for:
  - Agility trials
  - Field Trials
  - Obedience trials
  - Dog Shows
  - Hunting tests
  - Tracking tests

And any other event for which the Club is eligible under the Rules and Regulations of the American Kennel Club.
- e) To conduct educational programs in support of the aforementioned objectives of the Club.
- f) To support the efforts of organizations and individuals involved in rescue and re-homing of Chesapeake Bay Retrievers.

**Section 3)    *Limitations***

This Club is organized and operated exclusively for social purposes within the meaning of Section 501(c) (7) of the Internal Revenue Code or such other subsection of Section 501(c) as might be necessary and not inconsistent with these purposes and limitations.

The property of this corporation is irrevocably dedicated to charitable purposes and in the event of liquidation, dissolution, or abandonment of this corporation, the property shall not inure to the benefit of any private person, but to some nonprofit or other charitable dog organization not religious in nature. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any Member or individual.

**Section 4)    *Membership***

The Members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

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# MICHIGAN CHESAPEAKE BAY RETRIEVER CLUB BY-LAWS

## Article I: Membership

### Section 1) *Language*

The term "Member" shall refer to any form of membership identified under the section on *Eligibility*. Whenever the terms "Executive Board" or "Board" are used herein, they shall refer to the duly elected Officers and Directors of the Club. Whenever the term "Adult" is used herein, it shall refer to an individual over 18 years of age. Whenever the term "Minor Children" or "Junior" is used herein, it shall refer to an individual under 18 years of age. With respect to pronouns herein, use of the singular shall include the plural and vice versa, and use of the masculine shall include the feminine and vice versa. Whenever the term "written notice" is used, it shall refer to email or U.S. postal mail. Whenever the term mailed is used herein, it shall refer to email or U.S. postal mail.

### Section 2) *Eligibility*

There shall be 6 forms of Membership open to persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club. While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of the breeders and exhibitors in its immediate area. Membership types are as follows:

- a) Individual Membership – One adult; enjoy all club privileges including the right to vote and hold office.
- b) Dual Membership – Two adults, residing in the same household, enjoy all club privileges, each eligible to vote and hold office. Minor children under 18 years of age, that reside in the same household can be listed as Junior Members. Junior Members are not entitled to vote or hold office.
- c) Associate Membership – One adult, who lives in or outside of the club's area but is not able to actively participate in meetings, shall be entitled to all privileges of membership, except the right to vote or hold office and are not entitled to any special club awards.
- d) Junior Membership – One junior under 18 years of age; not eligible to vote or hold office. Membership will automatically convert to an individual membership, once the junior reaches age 18 and fills out a membership application.
- e) Honorary Membership – One adult: who has made significant contributions to the club or was a founding or charter member or has been a member in good standing for 10 or more years, that is no longer activity participating in meetings but wants to remain a member and enjoy all club privileges; except the right to vote or hold office.
- f) Founding/Charter Membership – One adult; Founding: are those individuals that were involved in the startup of the club. Charter: are those that joined the club after the start up began but before the 2<sup>nd</sup> year of the club formation. Enjoy all club privileges, including the right to vote and hold office.

### **Section 3) Loss of Voting Privileges**

All voting members are expected to attend a minimum of one full membership meeting per year or volunteer and work at one annual club event per operational year, unless excused by the board of directors. All written requests for excusal will be considered by the club's board of directors. Members failing to meet these requirements will accept change from voting to non-voting status. For members that pay yearly dues, the difference in dues will be forfeited. Non-Voting status will be in effect until the member has attended one member meeting in full or volunteered and worked at one club event. At the completion of the requirement, the member will return to active voting status at the beginning of the next member meeting. Any member who loses voting rights more than two consecutive times will have voting rights suspended for a period of 4 months. Reinstatement of voting rights will be considered by the members after member has completed the 4-month voting suspension and attended one full meeting during the suspension period.

### **Section 4) Dues**

- a) Each member must pay, within the time and on conditions set by the Board, the dues, in amounts to be fixed from time to time by the Board. In any year when the Board has not acted to change the dues by December 31st, the dues for the current year shall continue in effect for the following year. The Board is authorized, in its discretion, to set the dues for Dual memberships at an amount less than twice the dues for one Individual membership.
- b) Annual Membership dues are payable on or before May 31<sup>st</sup> of each year. By April 15<sup>th</sup> of each year the Secretary shall send to each Member a statement of dues for the ensuing year, with instructions that dues are to be paid to the Secretary or Treasurer. No Member may vote, whose dues are not paid for the current operational year.
- c) Applications for membership submitted and voted for acceptance after October 31<sup>st</sup> shall have dues prorated in an amount of 1/12<sup>th</sup> of the annual dues for each month remaining in the operational year. Applicants voted for acceptance must pay their initial dues within 14 days.
- d) Membership dues shall not exceed \$30.00 per year.

### **Section 5) Election to Membership**

- a) Each applicant for Membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the MCBRC Constitution and Bylaws and the rules of The American Kennel Club. The application shall state the name, address, phone number and email address of the applicant and it shall carry the endorsement of One Member in good standing.
- b) All applications are to be filed with the Secretary. If application is received 22 days prior to a member meeting the Secretary shall email the membership notifying them of the application with a brief overview of the applicant's information. At the next club meeting the application will be voted upon and affirmative votes of 2/3 of the Members present and voting by secret ballot at that meeting shall be required to elect the applicant. If application is received 21 days or less before a member meeting than the application is to be read in at the first meeting following its receipt and at the next members meeting the application will be voted upon and affirmative votes of 2/3 of the Members present and voting by secret ballot at that meeting shall be required to elect the applicant.
- c) Applicants for Membership who have been rejected by the Club may not reapply within six months after such rejection.

## **Section 6) Termination of Membership**

Memberships may be terminated as follows:

- a) *By resignation:* Any Member in good standing may resign from the Club upon written notice to the Secretary. Resignation shall not relieve the resigning Member of debts owed to the Club. Obligations other than dues are considered a debt to the Club and must be paid in full prior to resignation. At the time of resignation, all corporation properties must be returned.
- b) *By lapsing:* A Membership will be considered as lapsed and will automatically be terminated if such Member's dues remain unpaid 60 days after the first day of the Operational year. However, the Board may grant a waiver of up to 90 days of grace to delinquent Members in meritorious circumstances. In no case may a person whose dues are unpaid 30 days after the first day of the operational year be entitled to vote at any club meeting or election.
- c) *By expulsion:* A Membership, may be terminated by expulsion as provided in these bylaws under *Article VI: Discipline*.
- d) Membership is granted to individuals in accordance with these by-laws and may not be transferred.

## **Section 7) Good Standing**

Those members who have paid the required dues in accordance with these bylaws, who are not suspended and are in good standing with The American Kennel Club, shall be members in good standing.

## **Article II: Meetings and Voting**

### **Section 1) Club Meetings**

Meetings of the Club's membership shall be held at least six (6) times per year within Oakland County, MI and surrounding territory, as defined by AKC at such hour and place, or via teleconference or videoconference, as may be designated by the Board of Directors or voted on at a membership meeting. The Secretary shall send written notice, which includes via email, of each meeting at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 15% of the members in good standing.

### **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; and shall be called by the Secretary upon receipt of a petition signed by five (5) Members of the Club who are in good standing. Such special meeting shall be held in Oakland County, MI and Surrounding territory, as defined by AKC at such place, date and hour, or via teleconference or videoconference, as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed, which includes via email, by the Secretary at least five days and not more than 15 days prior to the date of the meeting and said notice shall state the purpose of the meeting, and no other club business may be transacted thereat. The quorum for such meetings shall be 15% of the members in good standing.

**Section 3) Board Meetings**

Meetings of the Board of Directors shall be held at least six times per year in Oakland County, MI and surrounding territory, as defined by AKC or via telephone conference call or via video conference at such hour and place as may be designated by the Board. The Secretary shall mail, which includes via email, of each meeting at least 5 days prior to the date of the meeting. The Board shall give periodic reports of its activities to the members. The quorum for such a meeting shall be, the majority, of the Board.

**Section 4) 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 three members of the board. Such special meetings shall be held in Oakland County, MI and Surrounding territory, as defined by AKC at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings, or via telephone conference call or via video conference. Written notice of such meeting shall be mailed, which includes via email, by the Secretary at least five days and not more than 10 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting, and no other business shall be transacted thereat. The quorum for such a meeting shall be the majority of the Board.

**Section 5) Voting Privileges**

- a) Members eligible to vote shall have the right to vote as set forth in these bylaws, on the election of board members; on the disposition of all or substantially all of the corporation's assets, on any election to dissolve the corporation; and on written proposed amendments to the Club's constitution and bylaws.
- b) Each Individual Member in good standing whose dues are paid for the current operational year shall be entitled to one vote at any meeting of the Club at which they are present.
- c) Each Dual Member in good standing whose dues are paid for the current operational year shall be entitled to one vote each at any meeting of the Club at which they are present; only those Dual Members eligible to vote and present at the meeting may vote.
- d) Proxy voting will not be permitted at any Club meeting or election.

**Article III: Directors and Officers**

**Section 1) Board of Directors**

The Board of Directors is the administrative body of the Club and transacts the business of the Club. The Board of Directors shall be comprised of the four (4) Officers and one (1) other Board Member referred to as a Director, all of whom shall be Members in good standing and all of whom shall be elected for two (2) year terms at the Club's annual meetings as provided in Article IV, and shall serve until their successors are elected, or a vacancy is created. 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, Treasurer shall serve in their respective capacities in regards 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 by-laws. The President shall not vote at meetings other than to break a tie vote, create a tie vote (to table and issue), or by secret ballot.

Specific duties of the Club President include:

- a.1. Setting goals for the organization
  - a.2. Performing administrative duties
  - a.3. Protecting the rights of the Members
  - a.4. Ensuring due diligence in legal and ethical considerations
  - a.5. Presiding at meetings
- b) The Vice President shall have the duties and exercise the power of the President in the case of the President's absence, incapacity, resignation or death. If the President cannot attend a Club meeting, the Vice President is responsible for performing the President's duties at the meeting.
  - c) The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club; shall have charge of correspondence, notify Members of meetings, notify new Members of their election to Membership, notify Officers and Directors of their election to the Board, keep a roll of the members of the club with their addresses, which shall be sent to any member in good standing, upon written request, not more than once every club year; and carry out such other duties as are prescribed in these bylaws.
  - d) The Treasurer shall collect and receive all the monies due or belonging to the Club. Monies shall be deposited in a bank designated by the Board, in the name of the Club. The books shall always be open to inspection by the Board and a report shall be given at every meeting on 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 monies received and expended during the previous fiscal year. Once the Club has a bank balance greater than \$3,000.00, the Treasurer shall be bonded in such an amount as the Board of Directors shall determine. Annually the books of record are to be reviewed by either an outside source or a member in good standing who is not on the Board to determine their accuracy and protect the interests of the Club.

## **Section 3) Attendance**

All Board Members (Officers and Directors) so honored by the membership are expected to take their duties and commitment seriously. All Board members (officers & directors) are required to attend 50% of the board meetings and 50% of the membership meetings per year. Allowance may be made for special exceptions with just cause.

All Board Members are required to attend the annual meeting unless they notify the Secretary in writing 7 days prior to the meeting. Special consideration will be given for unforeseen events that

would cause a Board Member to miss attending the Annual Meeting. Any Director or Officer that cannot fulfill their commitment to the Club will be required to resign their position. Such Director or Officer required to resign will be given the courtesy of receiving a letter from the Board in writing and signed by at least three (3) Officers stating that they have not met their attendance requirements and are required to resign.

**Section 4) Vacancies**

Any vacancies occurring on the Board or among the Officers during the year shall be filled by an appointee receiving a majority vote of all the then Members of the Board, either at its first regular meeting following the creation of such a vacancy, or at a Special Board Meeting called for that purpose; except that a vacancy in the office of President shall be automatically filled by the Vice President and the resulting vacancy in the office of the Vice President shall be filled by the Board. Terms of appointments to the Board will be in effect only until the next annual election, when the membership will elect new Board Members.

Should an elected Board Member resign, such resignation from the Board of Directors must be in writing. Verbal or email notification is not acceptable. Resignations must be delivered to the Secretary or President of the Club. The Board shall appoint a replacement to fill the vacancy as soon as possible to serve until the next Annual Meeting & Election.

**Article IV: The Club Year, Annual Meeting and Elections**

**Section 1) Club Year**

The Club's fiscal year; shall begin on the first day of March. The Club's official operating year shall begin on the 1st of the month following the annual meeting and shall continue until the end of the month following the election and the next year's annual meeting. With the annual meeting month set by Section 2 as April, this paragraph sets the official operating year as May 1st through April 30<sup>th</sup> of each year.

**Section 2) Annual Meeting**

- a) The annual meeting shall be held in the month of April and attendance shall be restricted to members in good standing and invited guests; only members in good standing shall be allowed to actively participate in the business of the Club. At the annual meeting Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with (section 4 of this article) Ballots shall be prepared listing candidates of the Nominating Committee and those, if any, who were nominated at the March meeting. The tallies of votes for all candidates shall be read aloud to the members after the election.

They 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.

- b) All Officers and Directors for the previous year are required to provide a brief written report of their Club activities for the prior year; to include a description of the role they played for the Club, and how they assisted in promoting the Objectives of the MCBRC. Annual Board Member/Officer Reports are due to the Secretary a minimum of 14 days prior to the annual meeting. The Secretary is required to organize and print these annual reports and provide a written copy to all members present at the annual meeting, along with a copy of all committee reports and an annual Treasurer's report.

**Section 3) Elections**

The nominated candidates receiving the greatest number of votes for each available position shall be declared elected. The term for election to a Board position is, 2 years. Officers may be re-elected to the same position without limitation.

**Section 4) Nominations**

During the month of December, the Board shall select a Nominating Committee consisting of two Members not more than one of whom may be a member of the board and one alternate The Secretary shall immediately notify the committeepersons and alternates of their selection. The Board shall name a Committee Chairperson, and it shall be such person's duty to call a committee meeting on or before January 15th of the same year.

- a) The Committee shall nominate candidates to fill Board of Director vacancies from among persons who have been members; in good standing of the Club for at least one year. The Board shall be comprised of 5 members, 4 Officers and 1 Director. All elected positions will be for a two-year term. After securing the consent of each person, so nominated, the Committee shall report the nominations immediately to the Secretary in writing.
- b) Upon receipt of the Nominating Committee's report, the Secretary shall notify all members of the Club, in writing, at least two weeks before the March meeting of the candidates so nominated, with a brief biography provided by the nominees stating their interests in the Chesapeake Bay Retriever and the Club.
- c) At the March meeting any member in good standing and in attendance may make additional nominations and provided, that the person so nominated does not decline when their name is proposed. At that time the nominated individual should stand and state their interest in the Chesapeake Bay Retriever and the Club. If the proposed candidate is not present at the meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying their willingness to be a candidate, and a brief description stating their interests in the Chesapeake Bay Retriever and the Club. Said statement is to be read aloud to members present and entered into the meeting minutes. 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.

**Article V: Committees**

**Section 1) Appointing Committees**

The Board may each year appoint standing committees to advance the work of the club in such matters as dogs shows, obedience, trials, trophies, annual prizes, membership and 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) Termination of Committee Appointment**

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 shall be 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 \$50.00, 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 three weeks nor more than six 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 own defense and bring witnesses if he 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 six 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 fellow members at the ensuing club meeting which considers the Board's recommendation. Immediately after the Board 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 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 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 own behalf if he 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) Proposing Amendments**

Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 15 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 ninety (90) days of the date when the petition was received by the Secretary.

### **Section 2) Voting on Amendments**

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 two weeks prior to the date of the meeting. Mail-in ballots are unacceptable.

## **Article VIII: Dissolution**

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 the purpose 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 payments of debts of the Club shall its property and assets be disposed of in accordance with the MCBRC Constitution. Section 3) Limitations.

## **Article IX: Order of Business**

### **Section 1) Club Meetings**

At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, unless otherwise directed by the majority vote of those present, shall be as follows:

- Roll Call
- Minutes of the Last Meeting
- President's Report
- Secretary's Report
- Treasurer's Report
- Committee Reports
- Election of New Members

Election of Board Members and Officers (at annual Meeting)  
Unfinished Business  
New Business  
Adjournment

**Section 2) Board Meetings**

At meetings of the Board, the order of business, unless otherwise directed by the majority vote of those present, shall be as follows:

Reading of Minutes of Last Meeting  
Secretary's Report  
Treasurer's Report  
Committee Reports  
Unfinished Business  
New Business  
Adjournment

**Article X: Parliamentary Authority**

The rules contained in *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 by- laws and any other special rules of order the Club may adopt.