



AMERICAN
KENNEL CLUB

Club Bylaw Provisions for Holding Meetings June 1, 2020

We are sharing the following information to offer some guidance on the steps a club should take to explore potential options for clubs to hold Club and Board meetings during this COVID19 pandemic timeframe.

All affiliated AKC Clubs are independent entities governed by their own Constitution and Bylaws, AKC cannot override or advise clubs to conduct business contrary to their governing documents.

We understand that a state or local authority may have issued an Order(s) prohibiting the gathering for a club meeting. We also understand that the CDC or others may have issued guidance against the gathering for a meeting. In addition, we understand that clubs may just decide that given the current circumstances that they do not want to meet in person at this time.

If any of the situations apply to you or your club, we suggest that your club do the following:

- 1) Check the club's Bylaws to see what the Bylaws require with respect to the holding of meetings. Do the Bylaws require meetings to be in-person? Or do they provide for other methods of attendance? Or are they silent as to meeting requirements? If Bylaws permit or are silent on the holding of meetings via "virtual", "electronic", or teleconference/videoconference meetings, the club may hold such meetings subject to State Law. If the Bylaws require in-person meetings then the Bylaws will need to be amended if State Law permits other methods of meeting;
- 2) Check State Law (the State Law where the club is incorporated) to determine if it allows for the holding meetings via teleconference, videoconference or by other electronic means or if it prohibits holding meetings this way. You can typically find the State Laws by checking the State's legislative site. Be sure you are looking at any authoritative site and that the information is up to date;
- 3) Check to see whether the Governor of the State, where the club is incorporated, has issued an Executive Order with respect to non-profit club meetings or corporate meetings and how they may be held or prohibiting them from being held.
- 4) If State Law does not prohibit holding "virtual", "electronic", or teleconference/videoconference meetings, a club officer-signed letter of intent for the club to revise its bylaws in the near future may be sent to AKC/Club Relations at clubrelations@akc.org in order to utilize any of the methods by which State Law permits the holding of club meetings/Board meetings. We feel 1 year (12 months) from the date of the intent letter is ample time to revise the club's bylaws in order to include meeting method revisions.

This guidance should not be a substitute for legal or parliamentary advice. Clubs are well advised to consult with an attorney or parliamentarian licensed in the state the club is incorporated.

We hope this is of some assistance to you, and please stay well.

Sincerely,

Lisa Cecin
Director of Club Relations

Founded in 1884; a not-for-profit corporation