

AKC INTERNAL CLUB DISPUTE RESOLUTION CHECKLIST

Over the years, the AKC has assisted clubs with internal club dispute resolution. These disputes often involve internal club arguments over a club's bylaws and their application.

For more information on the differences between a club's internal disciplinary process and AKC formal disciplinary process, please see page 2 of the [AKC Club Governance and Issues Resources](#)

Other Helpful References:

[Bylaw FAQs](#)

Assists with frequently asked questions with respect to bylaws.

[Working It Out](#)

Contains the recommended steps for internal club issues and some examples of common issues relating to internal club disputes & allegations of bylaw violations.

With respect to allegations of bylaw violations, the process for filing charges is usually detailed in each club's bylaws under the Disciplinary Article.

[Club Bylaw Services](#)

Contains helpful information for implementing bylaw revisions and adopting acceptable bylaw provisions in accordance with AKC policy.

AKC INTERNAL CLUB DISPUTE RESOLUTION CHECKLIST

CLUBS AND/OR INDIVIDUALS MUST ATTEMPT THE STEPS LISTED IN “WORKING IT OUT”:

STEP #1:

- Read your Club’s Bylaws Carefully

STEP #2:

- Don’t let it get personal & stick to the facts

STEP #3:

- Communicate in writing with your club’s officers

*Cite the specific bylaw provision you feel has been violated (by Article and Section).
Please allow response times of at least 30 to 60 days from your club’s board of directors.

STEP #4:

- Consider a Bylaw Amendment

STEP #5:

- If you are still not satisfied, write to the AKC - Club Relations (clubrelations@akc.org)

Provide copies to AKC of your letter to the club and the club’s written response or an indication that 30-60 days have passed and you have not received a response. A current copy of the club’s Bylaws should accompany your letter.

Please note the general management of a club’s affairs and the interpretation of its bylaw provisions is the responsibility of a club’s board of directors. The Board of Directors must provide AKC with a copy of its Board minutes at which a determination was made after reviewing club issues addressed in writing to the club.

STEP #6:

- Consider Mediation or Arbitration

See Part 2 and Part 3 in the Working It Out Guide for more information.

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REQUIRED PREPARATORY ITEMS TO PROVIDE TO AKC FOR REVIEW:

Submitter's Name/Club Position/Email (club member in good standing, club officer, club board member):

Club Name: _____

Date of Allegation: _____

Identify Allegation or Internal Issue:

- Election of officers & directors (i.e. additional nominations, contested elections, officer removal via State Law)
- Processing of membership applications & club member status (i.e. good standing, timing, paying dues)
- Disciplinary procedures (i.e. recusal, board vote to entertain)
- Concern regarding potential legal action against the club
- Written communication issues between board and club members (i.e. club notices)
- Order at board and club meetings
- Misappropriation of club funds
- Social media and/or event related Issues
- Other _____

Indicate Constitution/Bylaw Article(s) & Section(s) regarding the allegation or issue:

- Article(s); Section(s) Number _____
- Allegation (How was it violated specifically and what steps did you take to resolve the issue?)

Date Certified Mail sent to Board: _____

Date of the Club's Response: _____

***Clubs and/or individuals must attempt the steps listed in the Working it Out guideline prior to AKC considering acting. After all steps have been followed and documented without resolution, after all methods have been explored (as detailed in the "Working it Out" Guide), and in an effort to fairly assess the situation, the AKC will require the allegations and /or claims in writing from both sides.*

This procedure is routine for Internal Club dispute resolution and must be followed.

You may contact the Compliance Department for more information to file charges with the AKC under AKC's Charter and Bylaws, Article XII.

Compliance Department: compliancediv@akc.org