

Constitution and By-Laws

The Sudbury & District Kennel Club Inc.



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2022 CONSTITUTION

1. NAME

1.1 The name of the Club shall be The Sudbury and District Kennel Club Inc.

1.2 Area of operations: District of Sudbury, and District of Manitoulin.

2. OBJECTS

2.1 The objectives of the Club shall be:

- To advance the sport of purebred dogs and to inform, educate and expand public awareness as to the vast array of activities and opportunities for dog enthusiasts;
- To serve its membership and the public by educating, supporting and guiding them in their canine related endeavours;
- To inform and educate the public and members to promote responsible ownership of all dogs;
- To encourage and promote quality in the breeding of purebred dogs and to do all possible to bring their natural qualities to perfection;
- To encourage the organization of independent local breed Specialty Clubs in those localities where there are sufficient fanciers of the breed to meet the requirement of the Canadian Kennel Club;
- To urge members and breeders to accept the standard of the breed as approved by The Canadian Kennel Club as the premier standard of excellence; and to abide by the principles of the Canadian Kennel Club Code of Ethics and the Code of Practice for CKC Member Breeders;
- To do all in its power to protect and advance the interest of All Breeds of

purebred dogs and to encourage sportsmanlike competition at shows, trials, tests and all CKC events;

- To conduct sanctioned and approved events under the rules of The Canadian Kennel Club
- The club shall be operated on a non-profit basis. Any resulting surplus shall not be used to the benefit of any member of the club;
- 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.

3. MEMBERSHIP

3.1 Membership year: Membership in the club shall be based on the calendar year, January 1st to December 31st.

3.2 Eligibility: Membership shall be open to all persons eighteen years of age and older, except junior members, who are in good standing with The Canadian Kennel Club and who subscribe to the purposes of this Club.

3.3 Types of Membership: There shall be 6 types of memberships as follows:

- Regular Member
- Regular Life Members
- Non-Resident Members
- Associate
- Honorary
- Junior Members under 18 years of age (no dues or voting privileges)

All members must be persons in good standing with the CKC.

Junior memberships in the Sudbury & District Kennel Club - It is not necessary to own a dog.

*Not required to have a parent, or other adult holding membership. *There is no fee for junior members.

3.4 Dues

Membership dues shall be payable by January 1st of each year. Membership renewals must be received by the membership director only, not

later than February 28th of each year. Memberships received after that date shall be considered LAPSED. Lapsed memberships shall be required to follow all rules as a NEW MEMBER. The Membership Director shall notify each member that the dues for the ensuing year are payable by December 31st of the current year; this notice to go out by e-mail, phone, fax or letter. All members must complete a membership renewal form each year including Life Members. The annual membership fee shall be fixed from time to time by a resolution of the Board.

3.5 Application of Membership

Each applicant for membership shall apply on a form as approved by the Board of Director and which shall provide that the applicant agrees to abide by this Constitution and Bylaws and the rules of the Canadian Kennel Club. The application shall state the name and address of the applicant and it shall carry the endorsement of one member and indicate which Section(s) they will be active in. Accompanying the application, the prospective member shall submit dues payment for the current year.

3.6 Approval of Membership

Applicants will be approved by the Board. Affirmative votes of 2/3 of the Board shall be required to an applicant.

Membership in the Club becomes effective as of the date of the approval of the Board, and each new member should be notified of his admission and provided with a copy of the Constitution and By-laws of the Club and membership list.

Any member who is approved for membership within two months of the end of the fiscal year of the club shall have the dues submitted by him / her with his / her for the succeeding fiscal year. Such member shall have all of the rights of privileges at general members during any part of this two-month period excepting that he / she may not vote at the annual general meeting of members in respect of the year in which he / she was approved for membership, or at any special general meeting held in the interval between the date his / her membership is approved and the annual general meeting.

3.7 Rejection of Membership

Any applicant who has been rejected must be provided in writing with a reason for such rejection.

3.8 Termination of Membership

Membership may be terminated as follows:

- Resignation: Any member in good standing may resign from the Club upon providing written notice to the Secretary.
- Lapsing: A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after February 28th.
- Expulsion: A membership may be terminated by expulsion as provided in Section 11 of these By-laws.

3.9 Voting Privileges

An individual must be a member for one full year prior to being granted voting privileges. Unpaid membership dues shall constitute denial of voting privileges. Only regular members and lifetime members are entitled to vote.

4. GENERAL MEETINGS

4.1 The Annual General Meeting of the Club shall be held in the month of March at a place, date, and hour designated by the board of Directors. Written notice of the annual meeting shall be mailed or sent electronically by the Secretary to each member at least 14 days prior to the date of the meeting. The quorum for the annual meeting shall be 15 % of the total current membership, all of whom must be in good standing with the club.

4.2 Special General Club Meetings

- The Board may call a special general meeting of the club at any time by providing such notice to the membership.
- The Board is obligated to call a special general meeting, upon the Secretary receiving formal request. Such request must be signed by at least 20 members in good standing.

Such meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meeting shall be mailed or sent electronically by the Secretary at least 14 days and not more than 45 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 15 % of the members in good standing.

4.3 Board Meetings

The first meeting of the Board shall be held in April immediately following the election of the Board. Other meetings of the Board of Directors shall be held as such times and places are agreed to by a majority vote of the Board.

- The quorum for the Board meeting shall be constituted by a number of Board members equaling fifty (50) percent plus (1) of the total number of Board members.
- The Board of Directors may conduct its business by mail, or electronically means or by virtual means.

5. Board of Directors

5.1 The Board

- The Board of Directors shall be comprised of the Officers (President, Vice-President, Past President, Secretary and Treasurer) and Directors, (Membership, Inventory, Property, Communications, Education / Social), and one elected representative from each 5 sections of the Club (Show, Obedience, Retriever, Spaniel, and Versatile Pointer). As required in the club policy all of whom shall be residence of Canada and members in good standing with the club and the Canadian Kennel Club. They shall be elected for a two-year term. General management of the Club's affairs shall be entrusted to the Board of Directors.

5.2 Officers

The officers of the Club shall be the President, Vice- President, Secretary and Treasurer. All must be residents of Canada and members in good standing of The Canadian Kennel Club.

- The President shall chair all Board and General Meetings of the Club and shall only cast a vote if required in the event of a tie. Shall be 'ex officio' a member of all committees and shall have such duties and responsibilities as specified in these By-laws.
- The Past President shall provide continuity for the new board. Their knowledge of past motions and club history will be beneficial to the new Board. The Past President will Chair the Nomination Committee during an election year.
- The Vice-President shall assume the duties and exercise the responsibilities of the President upon the direction of the President or in such case, as the President is unable to carry out its duties and responsibilities.
- The Secretary shall keep a record of all Board and General Meetings of the Club and of all votes taken in the order of business. The Secretary shall receive and send correspondence on behalf of the Club to notify members of meetings, notify new members of their election of membership, notify Officers and Directors of their election to office, and carry out such other duties as are prescribed in these bylaws.
- The Treasurer shall collect and receive all revenues of the Club and shall deposit same in the Club bank account as approved by the Board, in the name of the Club: The books of the Club shall be open to inspection by the Board at any time and a financial report shall be provided at every meeting of the Board and every Annual General Meeting of the Club. The financial records of the Club shall be the property of the Club. The Board of

Directors shall determine a remuneration.

- The offices of the Secretary and Treasurer may be combined in one person.
- The duties of the Membership Director shall be to process all applications for membership; keep a roll of all members, their addresses and telephone numbers, their breed or breeds of dogs and sections of activity; send a membership list to each member annually.
- The duties of the Inventory Director are to gather information on all club assets and equipment and maintain an up to date 'Inventory List'.
- The duties of Property Director shall be responsible for the scheduling, organizing and overseeing all Club activities, maintenance, events, and use of the Club property. The Property Director shall provide regular reports, schedules, and recommended maintenance reports to the Board.
- The duties of the Communications Director shall be to be responsible for all channels of communication such as but not limited to the website, newsletter and any other social media channels available to the club. Some of these duties may be assigned to other individuals.
- The duties of the Education/Social Director shall be to organize education opportunities such as workshops and seminars and co-ordinate and social gathering of the club including hospitality at the AGM.
- The duties of the Section Chairperson shall be to call meetings of the section;

to be responsible to and report to the Board for all business and activities conducted by the section, (e.g. election of section officer, conducting trials, matches, training sessions).

5.3 Vacancies

Should a vacancy occur on the Board, the Board may appoint a member of the club to fill the vacancy. Should a vacancy occur in the office of President, such vacancy shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice President shall be filled by a majority vote of the Board.

5.4 Terms of Office The elected Officers and Directors shall be elected for a two-year term and shall take office on April 1st following an election at the AGM. Each of the former Board members shall turn over to his successor in office, all properties and records relating to that office by April 1st of the new term.

6. CLUB YEAR

The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December. The Annual General Meeting shall be held within three months after the end of each fiscal year. At such time the election of the Board, the annual financial statement, auditors report and any transaction of such business shall take place.

7. FINANCES

The Club must have a separate and independent bank account in the name of the Club and all cheques drawn from the Club account must have the signature of minimum of two officers and naming of the office. The Board may invest any monies of the club, not currently required, in investments authorized for insurance companies under the Canadian and British Insurance Companies Act. All deeds, contract documents or legal papers are to be

signed by the President or Vice President together with the signature of the Secretary or Treasurer.

8. VOTING

At the Annual General Meeting or at a Special Meeting of the Club voting shall be limited to those members in good standing and subject to section 3.9. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by secret ballot. Non-residents are ineligible to vote.

9. ELECTIONS

9.1 Ballots: The election of Officers and Directors shall be conducted by secret ballot.

9.2 Nomination and election shall be made from the floor at the general meeting in March. The nominee need not necessarily be present but must be a financial member and his willingness to stand for nomination must be in writing, the same to be produced and read at the General Meeting before nomination. A Nomination Committee is encouraged.

9.3 The sequence of election of officers shall be as follows: NOTE THAT ALL THESE ELECTIONS SHALL BE BY NOMINATION AND BALLOT.

- President
- Vice-President
- Treasurer
- Secretary
- Membership Director
- Inventory Director
- Property Director
- Communications Director
- Education / Social Director

9.4 A member may only vote once for any candidate.

9.5 Proxy voting is not permitted.

9.6 The President shall appoint two or more scrutineers who are not candidates for the

office being voted for and an individual to chair the election.

9.7 The scrutineers shall count the votes cast by the ballots and prepare, sign and deliver to the Chairperson a certificate of the names of the members receiving the highest number of votes. Such certificates shall be appended to the minutes of the annual general meeting.

9.8 Any tie will be broken by a lot drawn privately by the scrutineers.

9.9 The Chairperson of the election shall declare at the Annual General Meeting that the candidate's names in the scrutineer's certificate have been elected to the Board for the ensuing year, but the officers of the Club shall continue to act until their successors take office on April 1st.

9.10 The ballots shall be destroyed following the Annual General Meeting.

9.11 Failure to attend three consecutive or a total of five meetings of the Board of Directors may result in dismissal from the Board, and appointment of a new director at the discretion of the Board.

9.12 At the Board meeting of the Club, one auditor shall be appointed for the current year.

10. COMMITTEES

10.1 Standing Committees

The Board may appoint standing committees to advance the work of the Club and to assist the Board in the performance of its duties in the number and form which it deems necessary. Such committees shall always be subject to the final authority of the Board. Ad hoc committees may from time to time be appointed by the Board to aid the Board with specific projects.

10.2 Committee Appointments

Any committee appointment may be terminated by a majority vote of the Board

upon written notice being sent to the appointee, and the Board may appoint a successor to the person whose services have been terminated.

11. DISCIPLINE

11.1 Canadian Kennel Club Suspension

Any member who is suspended, debarred, expelled or deprived of privileges from the privileges of the Canadian Kennel Club automatically shall be suspended from the privileges of this Club for like period.

11.2 Complaints

- Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interest of the Club or the breed. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary together with a deposit of \$100. which shall be forfeited if the defendant is found not guilty at a hearing of the Board or of a committee duly appointed for this purpose.
- The Secretary upon receiving such a complaint, within 30 days shall forward a copy of the complaint, along with a notice of hearing to the defendant, the complainant and each member of the Board or appointed committee.
- The hearing date shall be set no later than 90 days from the date of receipt of the complaint. If the hearing is held by the Board, a minimum of four (4) members of the Board must be present. In the event that the hearing is held by a committee, at least a majority of the appointed committee shall be present. Should a complaint be laid against the Secretary, the President shall act in accordance with these by-laws.

11.3 Hearing

The Board or appointed Committee shall ensure that both the complainant and the defendant are treated fairly and in accordance with the rules of natural justice. Should the complaint be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board or Committee may be a

majority vote of those present, impose an appropriate penalty. The Secretary shall then notify each of the parties of the decision within 30 days of the decision. The hearing may be held by virtual means.

11.4 Expulsion

Expulsion of a member from the Club shall be accomplished at a Board Meeting of the Club following a proper hearing and upon the recommendation of the Board or Committee being provided as stated in Section 11.3 of this Article. The president shall read the complaint and report the findings and recommendations of the Board or appointed committee, and shall invite the defendant, if present, to speak on his own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.

12. AMENDMENTS

12.1 Proposal for Amendments

Amendments to the constitution and the by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by ten members in good standing. Amendments proposed by such petition shall be considered by the Board of Directors at the next regular Board meeting.

12.2 The constitution and by-laws may be amended at any time provided a copy of the proposed amendment has been mailed or sent electronically by the Secretary to each member in good standing 14 days prior to the Annual General Meeting. For constitutions and by-laws, a 2/3 majority vote of all eligible voting members present is required. Proxies are not permitted for any club types.

12.3 Canadian Kennel Club Approval No amendment to the constitution or bylaws shall become effective until it has been approved by The Canadian Kennel Club.

13. DISSOLUTION

The Club may be dissolved at any time by providing to the CKC, written documentation signed by at least 2/3 of the members of that club who are in favour of this decision. Proxies are not permitted. In the event of the dissolution of the Club, other than the purposes of reorganization, whether voluntary or involuntary or by operation, of law, none of the property of the Club, nor any proceeds thereof, nor providing to the CKC, written documentation signed by at least 2/3 of the members of that club who are in favour of this decision. Proxies are not permitted. In the event of the dissolution of the Club, other than the purposes of reorganization, whether voluntary or involuntary or by operation, of 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 payment of the debts of the Club, its property and assets shall, be given to a charitable organization for the benefit of dogs such organization being selected by the Board of Directors.

14. ORDER OF BUSINESS

At meetings of the Club, the order of business, so far as the character of nature of the meeting may permit, shall be as follows:

Roll call

Approval of Minutes of the last meeting

Report of the President

Report of the Secretary

Report of the Treasurer

Reports of Committees

Election of officers and Board (at annual meetings)

Unfinished business

New business

Adjournment

15. EFFECTIVE DATE

The Constitution and By-Laws shall come into force without further formality upon its enactment after approval by the Canadian Kennel Club as hereinbefore set out.

The Foregoing Constitution and By-Laws is hereby enacted, ratified, sanctioned, confirmed and approval without variation by the Canadian Kennel Club.

Canadian Kennel Club Official