

PRINCE GEORGE KENNEL CLUB

CONSTITUTION AND BY-LAWS

Revised December 7, 2012

CONSTITUTION

1. The name of this club shall be the Prince George Kennel Club hereinafter referred to as the Club.
2. The purposes of the Club shall be the encouragement and development of purebred dogs by:
 - a) Educating members and the public at large in the benefits of pure-bred dogs.
 - b) Promoting responsible dog ownership with the community.
 - c) Holding CKC championship dog shows, obedience trials and any other CKC sanctioned events for competition and public interest.
3. The Club shall work in co-operation with the Canadian Kennel Club and may further affiliate itself with organizations devoted to the aims and objective of the Club. These affiliations would be approved by the Club in a Standing Resolution. This provision is unalterable.
4. The area of operation of the Club shall generally be the City of Prince George and a 75 kilometre radius from the city. This provision is alterable.

BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1 - Age Criteria

Any person of the full age of 16 years may apply for membership in the Club.

Section 2 - Membership Classifications

There will be five classifications of membership: Life Membership, Honorary Membership, Active Membership, Associate Membership and Family Membership.

Section 3 - Application for Membership

Application for membership must be in writing and shall be voted on by the membership at the General Meeting subsequent to that at which it is presented to the membership. New members shall be accepted if not less than two-thirds of the membership present vote in favour thereof. Any individual rejected for membership by the club must be provided with a written explanation by either mail or e-mail.

Section 4 - Membership Fees

Fees for the five classes of membership shall be as follows:

- a) Active and Associate Membership (other than Family, Life and Honorary Membership) shall be \$20.00 annually. Family Membership shall be \$30.00. There will be no dues for Life or Honorary Membership.
- b) A Family Membership may consist of two or more people residing at the same residence. Each member of a Family Membership may be either an Active or Associate Member as described in Article 1, Sec. 11 and Sec. 12.

Section 5 - Membership Year

The membership year for the Club shall commence on January 1st and will end December 31st.

Section 6 - Termination of Membership

Memberships may be terminated as a result of resignation, failure to renew, expulsion by the club, or as a result of deprivation, suspension, debarment, expulsion or termination of Canadian Kennel Club Membership as imposed by the Canadian Kennel Club's Disciplinary Committee.

- 1) Resignation. Any member in good standing may resign from the Club upon providing written notice to the Secretary.
- 2) Lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. A member is considered to be "not in good standing" if he or she owes the Club any monies after being notified in writing by either mail or e-mail and, after a period of sixty days, has still not remitted said monies. Members "not in good standing" will not have the rights and privileges of the Club including voting privileges until said monies are paid in full.
- 3) Expulsion. A membership may be terminated by expulsion as provided in Article IIA (Enforcement) of these by-laws.

Section 7 - Executive or Chairperson Positions

No member shall hold an Executive or Chairperson position unless he or she is a member of the Club in good standing.

Section 8 - Membership Fees

Membership fees will be due at the first General meeting of each year and members whose dues for the current year have not been paid by the 28th day of February shall be considered non-members and subject to the same procedure as new members applying for membership in the Club.

Section 9 - Honorary Membership

An Honorary Member shall be one that the Club deems worthy of such recognition and who has been voted on and passed by a majority of the Club's membership. Honorary Members shall have all the privileges of the Club except those of voting and holding office.

Section 10 - Life Memberships

A Life Member shall be a member that has provided outstanding service to the Club over a period of ten years and has been voted on and passed by a majority of the Club's membership. Life Members shall be entitled to all the privileges of the Club.

Section 11 - Active Memberships

Active Members must have attended at least two General Meetings during the twelve month period preceding and have paid their membership dues for the current year in order to have voting privileges for all Club business.

Section 12 - Associate Membership

After having been voted on and approved for membership by the Club members, and after having paid the membership dues, Associate Members will have all the rights and privileges of the Club except the right to vote. After attending two General Meetings of the Club, Associate Members will become Active Members of the Club and have all the rights and privileges extended to Active Members.

Article II - Code of Ethics

Section 1 - General

- a) I will maintain high standards of health and care for my dogs.
- b) I will comply with Canadian Kennel club rules and regulations.
- c) I will at all times show good sportsmanship, handling myself in a manner so as not to demean myself nor do any injustice to the Prince George Kennel Club, its members or any other Club.

Section 2 - Breeding

- a) I will breed only to try and improve my chosen breed(s).
- b) I will breed or give stud service to only registered stock that is physically and temperamentally sound and in good health. They shall be free, to the best of my knowledge, from serious inherited abnormalities which affect both health and soundness. I shall have all tests performed pertaining to the breed(s) I own to ensure the breeding of health and soundness.

Section 3 - Registration and Sales

- a) I will sell only healthy animals with proper temperament, unless otherwise known medical problems are divulged. Each animal will be accompanied by a current health record, a three generation pedigree, a feeding and care sheet and registration papers.
- b) I will sell my pet stock on a non-breeding contract.
- c) In advertising. I will be truthful and informative.
- d) I will not sell or dispose of any dogs through pet shops, wholesalers, commercial dealers or paid brokers.

e) I will use the official standard for my chosen breed(s), as listed with the Canadian Kennel Club, when evaluating and breeding my stock and encourage its application in judging.

Article IIA - Enforcement

Section 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 a like period.

Section 2 - Complaints

- a) Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interests 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 \$30 which shall be forfeited if the defendant is found guilty at a hearing of the Board or of a committee duly appointed for this purpose.
- b) 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.
- c) The hearing date shall be set no later than 90 days from 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, then the President shall act in accordance with these by-laws.

Section 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 by 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.

Section 4 - Expulsion

- a) Expulsion of a member from the Club shall be accomplished at an Annual General Meeting of the Club following a proper hearing and upon the recommendation of the Board or Committee being provided as stated in Section 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 club members shall then vote on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.
- b) At the discretion of the Board, expulsion may also take place by mail-in or e-mail vote consisting of a 2/3 majority of all eligible voting members in favour of expulsion. Proxy voting is not permitted.

Article III - Organization

Section 1 - Officers of the Club

The Officers of the Club shall be a President, a Vice-President, a Secretary, and a Treasurer or combined Secretary/Treasurer.

Section 2 - Executives of the Club

The Executive of the Club shall consist of the Club's Officers.

Section 3 - The Board

The Board of the Club shall consist of the Executive or the Officers of the Club.

Article IV - Duties of the Executive Committee

Section 1 - President

The President shall reside at all meetings of the Club and shall be the Chief Executive Officer. The President will only have a vote on any voting matter in the occurrence of a tie vote.

Section 2 - Vice President

The Vice-President will take over for the President in his absence or when requested to do so by the President.

Section 3 - Secretary

The Secretary will attend all Club meetings and keep accurate minutes of the said meetings and will be responsible for the Club's minute books and attend to all correspondence and other clerical duties as required.

Section 4 - Treasurer

The Treasurer will keep an accurate set of books for the Club, he or she shall collect all dues and any other monies owed to the Club, and deposit said monies in the Club's bank account. The Treasurer will only pay out any amounts as authorized by the membership.

Section 5 - Method of Payments

Any amounts paid from Club funds, except those paid from petty cash, will be paid by cheque.

Section 6 - Auditor

A qualified person will be appointed at the Annual Meeting by membership to audit the Club's books. The auditor will prepare a report that will be read to the general membership.

Section 7 - Expenditure Authorization

The Executive or Officers of the Club may authorize any expenditure up to a maximum of \$250.00. Anything over this amount must have the membership's approval.

Section 8 - Acting Executive Positions

If any Executive position becomes vacant during the year, the Executive may appoint a replacement to fill the position temporarily until the membership can vote in a permanent replacement for said position.

Section 9 - Executive Term

The term of office for all Executive members shall be from the 1st day of November to the 31st day of October.

Section 10 - Executive Place of Residence

Executive members must reside in the area which they represent.

Article V - Committees

Section 1- Appointment of Committees

The Board may appoint an individual to chair a committee. The Committees of the Club shall be those appointed named to oversee and organize Club activities including but not limited to: dog shows, obedience, membership, education, welfare, and entertainment. Any committee appointment may be terminated by a majority vote of the Board upon written notice being sent to the appointee. The Board may appoint a successor to the person whose services have been terminated.

Section 2 - Membership Chairperson

The Membership Chairperson will be responsible for collecting all membership dues, turning said monies over to the Treasurer; keep accurate attendance records at all meetings; and monitoring eligibility of Associate Members for becoming Active Members.

Section 3 - Social Chairperson

The Social Chairperson will be responsible for all social functions of the Club.

Section 4 - Education Chairperson

The Education Chairperson will be responsible for all educational/training programs organized by the Club.

Section 5 - Obedience Chairperson

The Obedience Chairperson will be responsible for all obedience related activities organized by the Club.

Section 6 - Complaints Committee

The Complaints Committee shall be comprised of the Executive or the Officers of the Club or an appointed committee. (See Article IIA for more information)

Section 7 - Show Chairperson

The Show Chairperson shall be responsible for all CKC sanctioned matches and shows.

Section 8 - Phone Chairperson

The Phone Chairperson shall be responsible for organizing a phone committee for all events that require same.

Section 9 - Newsletter Chairperson

The Newsletter Chairperson shall be responsible for the Club Newsletter.

Article VI - Removal of an Officer or Executive Member

The Officer or Executive Member proposed to be removed by the Executive must be notified in writing at least 14 days prior to the next General Meeting, at which time at two-thirds majority vote is required to remove said Officer or Executive Member.

Article VII - Meetings

Section 1 - Special General Meetings

The Board may call a Special General Meeting of the club at any time by providing such notice to the membership either in writing or by telephone.

Section 2 - Annual Meetings

The Annual Meeting of the Club shall be the November General Meeting. Club business including, but not limited to the election of officers, the appointment of members to serve on the elected committees, and the presentation of the financial statements; will be conducted at the October Annual Meeting.

Section 3 - Executive Nominations

The October meeting will be for written or verbal nominations for all Executive positions which will be voted on by all eligible Club members at the October Annual Meeting. Elections are to be conducted by secret ballot. Proxies are not permitted. Anyone nominating a member for an Executive position must procure the consent of the nominee either before the September meeting or at the September meeting.

Section 4 – Executive Meetings

Board or Executive meetings will be held whenever they are deemed necessary. Executive business may be conducted by mail (including e-mail) through the Secretary.

Article VIII - Finance

Section 1 - The Financial Year

The Financial year of the Club shall commence on the 1st day of January and shall end on the 31st day of December the following year.

Section 2 - Membership Dues

Membership dues shall be the amount specified in Article 1 - Section 4.

Section 3 - Club Funds

The Club funds, except for a petty cash fund of \$50.00 which will be given to the Secretary shall be placed in a Bank approved by the Board. The club must have a separate and independent bank account in the name of the Prince George Kennel Club.

Section 4 - Cheque Signatures

All cheques issued by the Club shall require the signature of the Treasurer as well as the signature of one other Officer of the Club.

Section 5 - Dissolution of the Club

The Club may be dissolved at any time by providing the CKC with 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, and 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.

Article IX - Procedure

Section 1 - Rules and Regulations

The Club will operate under the rules and regulations of the Canadian Kennel Club.

Section 2 - Meetings

All meetings of the Club and of its governing bodies and all other matters of practice and procedures not otherwise herein specified shall be governed by the Common Law of Procedure of Canada, Robert's Rules of Order, current edition.

Section 3 - Order of Business for General Meetings

The order of Business at all General meetings of the Club shall be as follows:

- a) Call the meeting to order

- b) Introduction of any guests or non-members by the Membership Chairperson.
- c) Reading and acceptance of minutes from previous month's meeting
- d) Reading and acceptance of minutes from Executive Meeting if applicable.
- e) Reading of correspondence
- f) Committee Reports
- g) Election of new members
- h) Old Business
- i) New Business
- j) Adjournment

Section 4 - Order of Business for Executive Meetings

The order of Business of the Board or Executive meetings shall be as follows:

- a) Call the meeting to order
- b) Reading of minutes of last Executive meeting
- c) Report of the Secretary
- d) Report of Treasurer
- e) Reports of Committees
- f) Old Business
- g) New Business
- h) Adjournment

Section 5 - Motions

Any motion must have a mover and a seconder before any discussion may commence regarding said motion. A motion may be amended at any time during said discussion, but the amendment must have both a mover and a seconder. The amended motion will be voted on first and if this amended motion is defeated the original motion will be voted on.

Section 6 - Movers of Motions

The mover of any motion has the right to call for the vote on a said motion to be by secret ballot if he or she so desires. If motion is to be voted on by a show of hands, any voting member has the right to ask for a recount of such a vote. An impartial party will be appointed by the President to preside over the voting of a secret ballot. Voting by proxy shall not be permitted. Only club members in good standing are eligible to vote. See the criteria under Article I.

Article X - Alteration of Constitution and By-Laws

The constitution and by-laws may be amended at any time provided a copy of the proposed amendment has been sent by mail or e-mail by the Secretary to each member in good standing on the date of mailing. Proposed amendments will be voted on at the following General meeting. Proxies are not allowed. Amendments may be proposed by the Board or petitioned from the members. A 2/3 vote of all eligible members is required to amend the constitution and by-laws.

Article XI - Remuneration of Executive Members or Officers

There shall be no remuneration given to Officers or Executive Members of the Club.

Article XII - Club Financial Borrowing Power

A two-thirds majority vote of all voting members shall be required to enable any contract of borrowing, subject to the Society Act.