



**THE SUDBURY AND DISTRICT
KENNEL CLUB INC.**

2003 Constitution

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BY-LAWS

1. NAME

- 1.1 The name of the Club shall be *The Sudbury and District Kennel Club Inc.*
- 1.2 Area of operations: *City of Greater Sudbury*

2. OBJECTS

- 2.1 The object of the Club shall be:
- 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 requirements 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;
 - To do all in its power to protect and advance the interest of the breed and to encourage sportsmanlike competition at conformation shows (field trials and tests) and (obedience trials);
 - To conduct sanctioned and approved events under the rules of The Canadian Kennel Club and to abide by the principles of the Canadian Kennel Club Code of Ethics;
 - 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.

3.2 *Eligibility:* Membership shall be open to all persons eighteen years of age and older 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 5 types of memberships as follows:

- Regular Member
- Regular Life Members
- Non-Resident Members
- Associate
- Honorary

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

3.4 Dues

Membership dues shall be payable by June 30th of each year. During the month of February, the Membership Director shall notify each members that the dues for the ensuing year are payable. The annual membership fee shall be fixed from time to time by resolution of the Board provided such fee does not exceed ten dollars (\$10). The fee may exceed ten dollars (\$10) when approved by 2/3 of the voting at an Annual General Meeting.

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 By-laws 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. 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 was 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 June 30th.
- 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 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 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 25% 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 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 25% 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 as are agreed to by a majority vote of the Board.

- The quorum for the Board meeting shall be a majority of the Board voting in person.
- The board of Directors may conduct its business by mail or electronic means. The Secretary shall conduct such meetings.

5. BOARD OF DIRECTORS

5.1 The Board

- Provincial Regional Local Clubs: The Board of Directors shall be comprised of the Officers (President, Vice-President, Past-President, Secretary and Treasurer) and Directors, (Membership, Inventory, Property, Newsletter, Education / Social), and one elected representative from each 5 sections of the Club (show, obedience, retriever, spaniel, hunting). 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 one term as provided and shall serve until their successors are elected. 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 have such duties and responsibilities as specified in these By-laws.
- 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, keep a roll of the current members of the Club complete with addresses and telephone numbers and carry out such other duties as are prescribed in these by-laws.
- The Treasurer shall collect and receive all revenues of the Club and shall deposit same in a 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 and bulletin editor, or any two of these offices, 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 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 trails, 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 take office on April 1st of the year following the election. 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, auditor's 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 who are present at the meeting. 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.
- 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
 - Newsletter 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 Secretary shall deliver the ballots lodged with him / her to two or more scrutineers appointed by the President who are not candidates.
- 9.7 The scrutineers shall count the votes cast by the ballots and prepare, sign and deliver to the Chairman of Annual General Meeting a certificate of the names of the members receiving the highest number of votes. Such certificate 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 Chairman shall declare at the Annual General Meeting that the candidate's names in the scrutineers certificate have been elected to the Board for the ensuing year, but the officers of the Club shall continue to act until their successors are elected.
- 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 each year appoint standing committees to advance the work of the Club in such matters as Conformation shows, (field trails) and (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. 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 \$50 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.
- 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.

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 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.

At the discretion of the Board, expulsion may also take place by mail-in vote consisting of a 2/3 majority of all eligible voting members in favour of expulsion. Proxy voting is not permitted.

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 meeting and must subsequently be presented to the Board within ninety (90) days of the date when the Secretary received the petition.

12.2 Amendment by Vote

The constitution, by-laws, and breed standard may be amended at any time provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing 14 days prior to the General Meeting. In the case of breed standards, a two-thirds (2/3) majority vote of those eligible voting members who have voted is required to affect an amendment. For constitutions and by-laws a 2/3 majority vote of all eligible voting members is required.

Proxies are not permitted for any club types.

12.3 Canadian Kennel Club Approval

No amendment to the constitution, by-laws, breed standards 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 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

14.1 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
- 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

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

- Reading of minutes of last meeting
- Report of the secretary
- Report of the Treasurer
- Reports of Committees
- Unfinished business
- Election of new members
- New business
- Adjournment

15. EFFECTIVE DATE

Thus 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 By-law is hereby enacted, ratified, sanctioned, confirmed and approval without variation by the Canadian Kennel Club. Held at the Head Office of the Canadian Kennel Club in the City of Etobicoke, Ontario _____ 3 day of _January_ 2003.

Darlene Scott

Canadian Kennel Club Official

Event Co-ordinator/Event Planning Department

Shows and Trials Division

Canadian Kennel Club Official

