

Constitution and By-Laws

Amended 2010

1. NAME

- a) The name of the Club shall be The Belleville & District Kennel Club.
- b) **The Head Office of the Corporation shall be in the County of Hastings, in the Province of Ontario and at such place therein as the Board may from time to time determine. The area of operation shall be as far east as County Road 41, including the township of Napanee, as far west as County Road 30, including the township of Brighton, as far north as Highway 7 and as far south as Lake Ontario.**

EMBLEM – The emblem and colours of the Club shall be the shield as represented on the letterhead and bear the colours red, white and blue.

2. OBJECTS

The objects of the club shall be

- a) To encourage and promote quality in the breeding of purebred dogs and to do all possible to bring their natural qualities to perfection;
- b) To urge members and breeders to accept the standard of their breeds as approved by The Canadian Kennel Club as the premier standard of excellence.
- c) To do all in it's power to protect and advance the interest of pure bred dogs and to encourage sportsmanlike competition at conformation shows, obedience trials, rally obedience trials and agility trials;
- d) 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;
- e) 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;
- f) 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

- a) Membership year shall be based on the calendar year.
- b) 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.
- c) There shall be 3 types of memberships;

- I) **Associate** - Associate members shall be those persons who have paid the prescribed fees and have been elected to membership by the Board. They shall not stand for office of Officer or Director, nor vote in any election or referendum. The minimum period of Associate-ship shall be at least one year.
- a) **Ordinary – Ordinary members shall be those persons who have completed the minimum period of associate-ship immediately prior to becoming eligible for Ordinary membership, have paid the prescribed fees and have been accepted by the Board. Ordinary members shall be entitled to the privileges of the Club as they apply to all persons. To attain or maintain this status, members must:**
- **attend at least 3 general meetings and/or participate in operation of at least 2 club functions. An Ordinary member failing to meet the above criteria will revert to Associate member until meeting the requirements for Ordinary membership at which time he/she will be automatically reinstated as an Ordinary member after providing proof of eligibility to the Membership Chair. Proof of eligibility must be submitted to the Membership Chair in writing and upon acceptance, Ordinary Membership status will be reinstated seven (7) days after receipt. Long term members, who have contributed to the club in the past, may be exempt from this ruling.**
- II) **Life** – Life members are those persons who have distinguished themselves by long service to the Club and to purebred dogs and have been nominated for, and granted, Life Membership by the general membership of the Club and they shall not be required to pay membership fees. They shall be entitled to all the privileges of the Club as they apply to all persons.
- d) Membership fees are payable annually and are due on January 1st each year. If the required fee has not been received by February 28th, after due notice, the membership shall be deemed to have lapsed, the grace period for renewal having expired. Should the ex-member(s) wish to rejoin the Club they may do so as Associates or they may be reinstated if, in the opinion of the Board, there are extenuating circumstances as to why renewal was not made within the aforementioned grace period.
- e) Application for Membership shall be on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this constitution and by-laws and rules of The Canadian Kennel Club. The application shall state the name and address of the applicant and shall be accompanied by the appropriate payment for the current year.
- f) Applicants will be elected by the Board of Directors. Affirmative votes of 2/3 shall be required to elect an applicant.
- g) Rejection of membership must be provided in writing with a reason for such rejection.
- h) Termination of Membership shall be as follows:
- I) **Resignation** – Any member in good standing may resign from the Club upon providing written notice to the Secretary.

- II) 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.
 - III) Expulsion – A membership may be terminated by expulsion as provided in Section 9 of these by-laws.
- i) 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 Ordinary and Life Members are entitled to vote.**

4. GENERAL MEETINGS

- a) The Annual General meeting of the Club shall be held in the month of November at a place, date and hour designated by the Board of Directors. Written notice of the annual meeting shall be mailed/**emailed** by the Secretary to each member at least **21** days prior to the date of the meeting. The quorum for the annual meeting shall be 50% of the Ordinary and Life members in good standing with the club.
- b) Special General Club Meetings
 - I) The Board may call a special general meeting of the club at any time by providing such notice to the membership.
 - II) The Board is obligated to call a special general meeting, upon the Secretary receiving formal request. Such request must be signed by at least 50% of the members in good standing that are present.
 - III) 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 30 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 50% of the members in good standing.
- c) Board Meetings – The first meeting of the Board shall be held in November immediately following the election of the Board. Other meetings of the Board of Directors shall be held at such times and places as are agreed to by a majority vote of the Board. The Secretary shall **email/mail** written notice of such meetings to each member of the Board at least **21** days prior to the date of the meeting.
 - I) The quorum for a Board meeting shall be a majority of the Board voting in person or by email/mail.
 - II) The Board of Directors may conduct its business by mail or electronic means. The Secretary shall conduct such meetings.

5. BOARD OF DIRECTORS

- a) Officers

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

- I) 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.
- II) 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 the duties and responsibilities of the President.
- III) 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 to 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 prescribed in these by-laws.
- IV) 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.

b) 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, the Vice-President shall fill such a vacancy automatically and the resulting vacancy in the office of Vice-President shall be filled by a majority vote of the Board.

c) Terms of office.

The elected Officers and Directors shall take office directly after 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 January 1st of the new term.

6. CLUB YEAR

The Club's fiscal year shall begin on the 1st day of January and end of the 31st day of December.

7. FINANCES

A 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 a minimum of two (2) officers and naming the office.

8. VOTING

At the Annual General meeting or at a Special General meeting of the Club voting shall be limited to **those Ordinary and Life 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 written ballot. **Non-resident Members are ineligible to vote.**

9. ELECTIONS

Election of Officers and Directors shall take place at the November General Meeting as follows;

- a) There shall be appointed a Chairman and two Scrutineers from the assembly. These three people ideally shall be persons not eligible to vote or stand for office.
- b) The Chairman shall declare all offices vacant.
- c) The Chairman shall state that any necessary voting shall be by secret ballot.
- d) Nominations shall be made from the floor and the names of the nominees shall be listed in order of receipt. There shall be two calls for nominations after which nominations shall be closed and the names of the nominees read out in the reverse order from that in which they were received. When a nominee's name is read out that person shall forthwith accept or decline the nomination. After the whole list of nominees has been read the accepting nominees shall be voted upon, the person receiving the highest number of votes being declared the winner. In the event of a tie a further vote will be conducted until such time as a winner can be declared.
- e) The procedure in d) above shall be followed until all vacant positions have been filled, in order of voting to be as follows:
 - I) President
 - II) Vice-President
 - III) Secretary
 - IV) Treasurer
 - V) The required number of Directors, which is five.

10. COMMITTEES

- a) Standing Committees

The Board may each year appoint standing committees to advance the work of the Club in such matters as Conformation shows, obedience trials, **rally obedience trials** and agility 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.

b) 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**

a) Canadian Kennel Club Suspension

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

b) Complaints

- I) Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interests of the Club. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary.
- II) 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.
- III) 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 a 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.

c) 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.

d) Expulsion

- I) 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 C 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.

- II) 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

a) Proposal for Amendments

Amendments to the Constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 10 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 days (90) of the date when the petition was received by the Secretary

b) Amendment by Vote

The constitution and by-laws 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 on the date of mailing, accompanied by a ballot on which he may indicate his choice for or against the action to be taken. Dual-Envelope procedures shall be followed in handling such ballots, to assure secrecy of the vote. Notice with such ballot shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Secretary to be counted. A two thirds (2/3) majority vote of all eligible voting members is required to change the constitution or by-laws. Proxies are not permitted.

c) Canadian Kennel Club approval

No amendment to the constitution and by-laws shall become affective 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, it's

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**

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

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of Officers and Board (at annual meeting)
- Unfinished business
- New business
- Adjournment

- b) At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

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