

WEST KOOTENAY KENNEL CLUB

CONSTITUTION AND BYLAWS

1. Purpose

The purposes of the West Kootenay Kennel Club; hereafter referred to as the "Club".

- (a) to promote and pursue education and interests in Purebred dogs while encouraging the betterment of all dogs;
- (b) to have an education program in order to help members and non Club-members better understand their dogs;
- (c) to hold CKC approved events to further educate all members in the enjoyment of their breed;
- (d) to encourage sportsmanship and good fellowship among the members of the club and
- (e) to abide by the rules and regulations of the Canadian Kennel Club.

2. Membership

Membership shall be limited to those persons interested in furthering the objectives set forth in the Club's Constitution/Bylaws, Code of Practice and Code of Ethics, whose application has been approved by the Officers, who has paid the prescribed fees and who undertake to abide by the Constitution/Bylaws, Code of Practice and Code of Ethics of the Club.

There shall be four classes of membership: Honourary, Active Honourary, Active and Inactive. The Club, may, by Special Resolution, increase the classes of Membership.

INACTIVE Membership is for out of town members, new members first year and members who have not attended at least six (6) Club functions throughout the Club year. An Inactive membership holds no voting privileges and no Club rewards.

ACTIVE Membership shall consist of such persons who have been a member for at least one year, has paid the annual membership fee *and has attended, or participated in, a minimum of six (6) Club functions*. Active members may hold office and have voting privileges. Active members are also eligible for Club rewards and functions at discounted rates.

HONOURARY Membership shall be granted to one whom the Club deems worthy of such recognition and whose name has been submitted to and approved by a majority vote of the Officers and who has been accepted as such by a majority of the members present at any regular meeting of the Club. Such members shall have all the privileges of the Club, except those of voting, holding office and receiving

minutes of Club meetings. Honourary members shall not be required to pay any membership dues. Such membership may be granted for a definite period or for life at the discretion of the Executive.

ACTIVE HONOURARY Membership is for those members who have been “Active” members for 25 years or longer. Such members shall have all the privileges of the Club, including voting rights and holding office. Active Honourary members shall not be required to pay any membership dues. Such membership may be granted for a definite period or for life at the discretion of the Executive.

2.01

Membership fees shall be due at the first meeting in January of each year and no person in arrears shall be entitled to the privileges of the Club after January 31 of the same year.

2.02

Members whose fees for the current year have not been paid by the 31st day of January, shall be considered non-members, and in order to rejoin the Club, they must follow the same procedure as if newly applying for membership.

2.03

The membership year of the Club shall commence January 1 and end December 31.

2.04

A person ceases to be a member of the Club;

- (a) by delivering his or her resignation in writing to the Secretary of the Club or by mailing or delivering it to the address of the Club;
- (b) on his or her death, or, in the case of a corporation, on dissolution;
- (c) on being expelled from the Club and/or the CKC.
- (d) on having been a member not in good standing for 12 consecutive months.

2.05

Members with mixed breeds are encouraged to attend private Club functions but may be prohibited from some public club functions, as determined by the Club.

3. Meetings

3.01

Regular meetings will be held on a monthly basis; at least ten (10) times per year.

3.02

The President of the Club, or in his/her absence the Vice-President, or in the absence of both, one of the other Officers shall reside as Chairman of a meeting of members.

3.03

A quorum for the transaction of business at any meeting of the members shall consist of not less than six (6) members, at least three (3) of whom must be Officers of the Club. In the case of an Executive meeting, a quorum shall consist of four (4) Officers.

3.04

The President and/or the majority of the Officers may at any time call an Executive meeting or Extra-Ordinary meeting of the Club, on giving a minimum of fourteen (14) days written or electronic (email) notice to each member.

3.05

Robert's Rules of Order shall prevail at all meetings of the Club.

4. The Annual General Meeting

4.01

The Annual General Meeting of the Club shall be the regular January meeting and shall be for the purpose of receiving and considering reports of the Board, elections of new Officers, presentation of the previous year's financial report, Constitution amendments, and proposed changes in membership fees. A minimum of fourteen (14) days notice shall be given to each member.

5. Elections

5.01

The elections shall be held at the Annual General meeting as described in 4.01. The Meeting Chairperson is to chair the elections by calling for nominations from the floor. Inactive and Honourary members shall not have voting privileges.

5.02

The Meeting Chairperson shall determine all nominee's willingness to stand for office and shall conduct the election. Two scrutineers from among the members (who have not been nominated, or who are not eligible to stand for office), shall count any ballots submitted.

6. Executive Meetings

6.01

The Officers of the Club will hold meetings whenever possible between regular meetings to keep business on hand to a minimum for the regular meeting. The President will be responsible for calling such meetings, or in his/her absence, the Vice-President.

7. Election of Officers and Directors – Their Duties and Powers

7.01

The Officers of the Club shall be: President, Vice-President, Secretary, Treasurer, Show Chairperson and Past President.

7.02

The Directors of the Club shall be: Library Chairperson, Planning Chairperson, Membership Chairperson, Sunshine/Hospitality Chairperson, Publicity Chairperson, Meeting Chairperson, Awards Chairperson, Obedience Chairperson, Rally Chairperson, Agility Chairperson and Education Chairperson.

7.03

The affairs of the Club shall be managed by the Officers, each of whom at the time of his/her election and throughout his/her term of office, shall be an Active member of the Club. The Officers and Directors of the Club shall be elected at the Annual General Meeting for a term of one year.

7.04

The Officers may appoint a member in good standing as an Officer or Director to fill any vacancy occurring in any position of Officer or Director, and such appointed Officer or Director shall hold such office until the next Annual General Meeting.

7.05

The members of the Club may remove an Officer or Director before the expiration of his term, and may elect a successor to complete such term of office upon a majority vote of the voting membership. That office will be declared vacant, and a call will be made for nominations to fill the position until the next Annual General Meeting. Upon acceptance of the nomination, a majority vote of the membership present is needed to fill the position.

7.06

Grounds for removal include conduct prejudicial to the best interests of the Club; refusal to accept responsibility, failure to attend three or more consecutive meetings, except for reasons the Officers consider good and proper. A Director or Officer who has been removed shall have the same right of appeal to the membership.

8. Duties of the Officers and Directors

President: The President shall, when present, preside at all meetings of the members of the Club and of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Club. **The Term of Office shall be a maximum of three (3) consecutive years.**

Vice President: During the absence or inability of the President, his/her duties and powers may be exercised by the Vice-President.

Secretary: Take the Minutes of regular meetings and Executive meetings. Keep attendance of all members present at all meetings and functions. Type and keep the minutes in order. Provide the President with a copy of the Minutes. Receive and send necessary Club correspondence, perform duties as Club liaison with the CKC, such as ensuring Club renewal with CKC and dog show priority dates.

Treasurer: To keep a complete set of account books and receipt books, recording all financial transactions carried on by the Club. To look after all the finances of the Club regarding any functions which have monies involved. To make monthly financial reports to the Membership. To make an annual financial statement of all Club assets to be presented to the Membership at the Annual General Meeting. To promptly deposit into a designated bank account all Club money collected by and paid to him/her and under no circumstance shall he/she retain in his/her possession, any such monies in excess of \$25.00 for a period longer than five (5) banking days. Disbursement of Club funds shall be by cheque. All finances to be in liaison with the President and all members of the Executive. To supply the President with a copy of the monthly bank statement. To keep the books of the Club at such a place as the Officers think fit, and such books shall at all times be open to inspection by the Officers.

Show Chairperson: To arrange Sanction Matches and Championship shows; arrange ring equipment, arrange stewarding for rings, arrange trophies and ribbons. Obtain, book and correspond with judges. Make hotel reservations, arrange for airport transportation, ensure payment for judges. Oversee the running of the Championship show. If he/she deems necessary, he/she may appoint a committee consisting of at least three members to assist him/her.

Past President: To provide advice, knowledge and assistance to the President based on experience held.

Library Chairperson: Shall be in charge of all Club books and videos. Shall maintain a list of all such items in the Library. Ensure an up-to-date list is posted on the Club web site (www.wkkc.ca) for the convenience of Members. Members will then send an email to the Library Chair requesting the item be brought to the next meeting. The Library Chair will keep accurate records of items out on loan.

Planning Chairperson: To make all necessary social arrangements of the Club. To book all regular meeting rooms. To arrange food and drink for Seminars, Sanction Matches and Championship Shows. Organize lunches and beverages for Judges and Ring Stewards at Sanction Matches or Championship Shows. To arrange facilities, food and drink for any Club social function ie Christmas dinner. To provide a calendar or planning page as a reminder for Members.

Membership Chairperson: To collect membership fees and deliver such fees promptly to the Treasurer. To have an updated Membership List ready for the February meeting for presentation to all members. To send all new members the New Members Package, consisting of a Welcome Letter, Membership List, Library List as well as copies of the Constitution and Bylaws, Code of Practice and Code of Ethics of the West Kootenay Kennel Club.

Sunshine/Hospitality Chairperson: To send card and/or flowers to members in appropriate circumstances. The budget allowable will be \$50 in this regard. To be responsible for the comfort of the Judges and Ring Stewards at the Show. ie. ensuring they have beverages etc. To arrange for and attend a Hospitality booth for the Championship Show.

Advertising & Publicity Chairperson: Look after advertising for Club activities such as Sanction Matches, Seminars, Special Events and Championship Dog shows. Suggest signage or posters.

Meeting Chairperson: Help conduct and oversee the running of the meeting. To help the President keep meetings in order and on track.

Awards Chairperson: Will record accomplishments/titles earned by Members and their dogs, as well as establish a committee to assist with awarding category winners at year end. The Chair/committee may create new categories as they see fit. The Chair will provide a summary to the President for awarding at the Christmas dinner. It will be the member's responsibility to provide the information to the Awards Chair, either by email or documenting information in the Awards Binder.

Obedience Chairperson: The Obedience Chairperson is responsible for all Obedience activities in the Club. If he/she deems necessary, he/she may appoint a committee consisting of at least three members to assist him/her. The Obedience Chair is responsible for ring activities and stewards at Sanction Matches and Shows.

Rally Chairperson: The Rally Chairperson is responsible for all Rally activities in the Club. If he/she deems necessary, he/she may appoint a committee consisting of at least three members to assist him/her. The Rally Chair is responsible for ring activities and stewards at Sanction Matches and Shows.

Agility Chairperson: The Agility Chairperson is responsible for all Agility activities in the Club. If he/she deems necessary, he/she may appoint a committee of at least three members to assist him/her. The Agility Chair is responsible for ring activities and stewards at Sanction Matches and Trials.

Education Chairperson: To assume responsibilities of putting on educational programs of a varied nature and of interest to all Club members. Whenever possible adequate time should be provided in order to maximize attendance.

8.01

The Officers may, when deemed necessary, establish additional ad-hoc committees and appoint Chairperson(s) to carry out specific tasks. The roles and responsibilities of such committees would be defined by the Officers at the time of appointment.

9. Powers of the Officers

9.01

To authorize expenditures necessary for the normal carrying on of the Club's business.

9.02

To suspend or expel any member for cause, subject always to the right of appeal to the Membership.

10. Finances

10.01

The Fiscal year of the Club shall be from January 1st to December 31st.

10.02

The signing authority of the Club shall be three (3) Officers, and documents requiring official endorsement shall be deemed to have been duly signed when bearing the recognized signatures of any two (2) of the said Officers.

11. Custody And Use Of The Seal

11.01

The Officers may adopt a seal, which shall be the common seal of the Club.

11.02

The common seal of the Club shall be under the control of the Officers and the responsibility for its custody and use, shall be determined by the Officers.

12. Alteration of Constitution/By-Laws

12.01

The Constitution/Bylaws of the Club shall not be altered or added to, except by Special Resolution.

13. Inspection of Books

13.01

The Officers shall from time to time, subject to the "Society Act", determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Club shall be open to inspection by any member in good standing.

14. Discipline

14.01

Suspension. Any member who is suspended from the privileges of the Canadian Kennel Club shall automatically be suspended from privileges of the West Kootenay Kennel Club for a period to be determined by the Executive. A disciplinary board consisting of the active members shall work in conjunction with the Executive.

14.02

Complaints. In the event that a member has a complaint against another member for misconduct prejudicial to the best interest of the Club or welfare of dogs, a written complaint and/or charges must be sent to the Secretary. The Secretary shall promptly send a copy to the Officers. If the Officers agree that discipline is indicated,

the member being charged will be sent a copy of the complaint and/or charges and shall be instructed to respond to the Secretary in writing within fourteen (14) days. The Secretary will then fix a date of hearing with the Executive. The Defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

14.03

The majority required to take any disciplinary action is 4 out of the five Officers. Discipline can be in the form of a reprimand, suspension or total expulsion. The general membership and the Canadian Kennel Club will be given a complete report on any disciplinary action. Any member that has been charged with cruelty to animals will automatically be debarred from the Club, with no privileges. The Canadian Kennel Club will be notified with a complete report.

15. Winding Up or Dissolution

15.01

On the dissolution or winding-up of the Club pursuant to the Societies Act, the assets remaining, after all debts have been paid or provision for payment has been made, shall be used for such dog-related purposes as are consistent with the objectives of this Club. The members by resolution shall determine the person, corporation or entity to receive such remaining assets.

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