



**CONSTITUTION & BY-LAWS
- 2005 -**

**PO BOX 116
HUNTER RIVER, PE
C0A 1N0**

ISLAND DOG CLUB - CONSTITUTION

1. Name

- a) The name of this club shall be the "Island Dog Club" hereinafter referred to as the Club.
- b) We, as members of the Club, owners, breeders and lovers of purebred dogs, associate ourselves to work together for the betterment and furtherance of all recognized dogs, in accordance with the standards set by the Canadian Kennel Club, to disseminate knowledge about the true breed types; to promote good sportsmanship and friendly competition at various shows and matches; to have the welfare of the purebred dog at heart; and, to do the utmost to direct this Club towards the purpose and ideas for which it has been created.
- c) This club will be an All Breed Club and its area of operation shall include the Counties of Queens, Prince, and Kings, of Prince Edward Island.

2. Membership

- a) Membership year shall be the time between April 1 and March 31
- b) Eligibility for membership is for all persons of good character and standing, who are in accord and favourable to the objects of the Club.
- c) Types of Membership - Membership shall be of five (5) classes: Regular, Family, Junior, Associate and Honorary:
 - 1) **Regular Membership** shall be one, with all fees fully paid, whose application for membership has been submitted to the Club Secretary and approved by a majority vote of the Membership. The Regular Membership shall have full-voting privileges only upon payment in full of annual club dues. The Regular Membership must attend 50% of the annual Club meetings, of which two must be consecutive. Failure to comply will result in the Regular Membership status changing to Associate Membership and the loss of voting privileges.
 - 2) **Family Membership** shall consist of one regular membership who shall pay the full membership fee of \$15.00, and, any other family member(s) residing in the same household, whose application for membership has been submitted to the Club Secretary and approved by a majority vote of the Membership. The other family member(s) shall pay a reduced membership fee of \$10.00 each annually. They shall have full voting privileges.
 - 3) **Junior Membership** shall be any person under the age of 18 at the time they apply to be a member of this Club. They may attend all meetings but shall not have voting privileges or hold any official position. The exception for voting eligibility will be for an individual who has a full understanding of matters being voted upon. A person holding a junior membership will be eligible for all Club awards.

- 4) **Associate Membership** shall be one whose name has been submitted to and unanimously approved by the Membership of the Club. They may attend all meetings but shall not have any voting privileges or be able to hold an official position.
 - 5) **Honorary Membership** shall be one whose name has been submitted to and unanimously approved by the Membership of the Club. They may attend all meetings but shall not have any voting privileges or be able to hold an official position. There is no membership fee for Honorary Membership. Honorary Membership is awarded to an individual for outstanding contributions to the Club.
- d) Application for Membership - all persons of good character and standing, who are in accord and favourable to the objects of the Club are eligible for membership. NOTE: Any individual rejected for membership by the Club must be provided with a written explanation.
 - e) Approval of Membership - approved by a majority vote of the Membership.
 - f) Termination of Membership - termination of membership may occur 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 Discipline Committee.
 - g) Voting Privileges - all members (except Junior Members, unless meeting requirement stated within the definition of a Junior Member) will be eligible to vote.

3. Meetings

Regular Meetings - shall be held on the fourth Wednesday of every month at a time and place as agreed upon by the membership

Annual General Meeting - shall be held at a place specified by the President not later than sixty days after the end of the fiscal year (March 31) at a time and place as agreed to.

Special General Meetings - shall be held at a place specified by the President and may be called at any time: a) by the President, b) by the Executive, or c) on the written petition of 50% of the members of the Club.

Board Meetings - Board business may be conducted by mail through the Secretary.

4. Affiliation

The Club will secure and maintain official recognition by the Canadian Kennel Club. The Club shall abide by the rules and regulations of the Canadian Kennel Club.

5. Revising of the Constitution

Changes in this Constitution may be made only after the proposed alterations have been raised for debate in at least two regular meetings of the Club, and have thereafter been signed, in the presence of witnesses, by a two-thirds approving majority of the entire registered membership of the Club, the signed document to contain the entire Constitution as revised.

BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1 - All persons of good character and standing, who are in accord and favourable to the objects of the Club shall be eligible for membership in the Club. Membership year shall be the time between April 1 and March 31 (Article 2-12).

Section 2 - Membership shall be of five (5) classes: Regular, Family, Junior, Associate and Honorary.

- a) **Regular Membership** shall be one, with all fees fully paid, whose application for membership has been submitted to the Club Secretary and approved by a majority vote of the Membership. The Regular Membership shall have full-voting privileges only upon payment in full of annual club dues. The Regular Membership must attend 50% of the annual Club meetings, of which two must be consecutive. Failure to comply will result in the Regular Membership status changing to Associate Membership and the loss of voting privileges.
- b) **Family Membership** shall consist of one regular membership who shall pay the full membership fee of \$15.00, and, any other family member(s) residing in the same household, whose application for membership has been submitted to the Club Secretary and approved by a majority vote of the Membership. The other family member(s) shall pay a reduced membership fee of \$10.00 each annually. They shall have full voting privileges.
- c) **Junior Membership** shall be any person under the age of 18 at the time they apply to be a member of this Club. The exception for voting eligibility will be for an individual who has a full understanding of matters being voted upon. A person holding a junior membership will be eligible for all Club awards.
- d) **Associate Membership** shall be one whose name has been submitted to and unanimously approved by the Membership of the Club. They may attend all meetings but shall not have any voting privileges or be able to hold an official position.
- e) **Honorary Membership** shall be one whose name has been submitted to and unanimously approved by the Membership of the Club. They may attend all meetings but shall not have any voting privileges or be able to hold an official position. There is no membership fee for Honorary Membership. Honorary Membership is awarded to an individual for outstanding contributions to the Club.

Section 3 - No member of this Club shall of his own volition, transact business for the Club, make commitments, solicit funds, and/or promote activities in the name of the Club, or by virtue of membership in the Club, except as hereinafter provided. All such actions will be under penalty of suspension or expulsion from membership of the Club.

Section 4 - Any member of the Club may resign at anytime upon written notice to the Secretary, providing that all duties and/or obligations to the Club have been completed and/or settled in full.

Section 5 - Any membership application and fee received after June 1st in any year shall have their membership fee pro-rated accordingly.

Section 6 - Any member not having paid the annual fees on or before May 31 shall be considered in arrears and shall lose his/her voting privileges until such fees are paid.

Section 7 - Membership fees will be as follows:

- Regular - \$15.00
- Family - \$15.00 first family member; \$10.00 for additional family member
- Junior - \$5.00
- Associate - \$15.00
- Honorary - nil

All membership fees are non-refundable.

Section 8 - Termination of Membership may occur 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 Discipline Committee.

Section 9 - Any individual rejected for membership by the Club must be provided with a written explanation.

ARTICLE II - ORGANIZATION

Section 1 - Management of the affairs of the Club shall, at all times, be vested in the Executive of the Club, as hereinafter provided.

Section 2 - The Officers of the Club shall consist of a President, Vice-President, Secretary and Treasurer, to be elected for a term of **one year**.

Section 3 - The Executive of the Club shall consist of: President, Vice-President, Past-President, Secretary, Treasurer and two (2) Directors all of which are CKC Regular Members in good standing and residents of Canada. The Executive shall appoint a regular member to fill any vacancy occurring between elections.

Section 4 - The President shall preside at meetings of the Club, and at all meetings of the Executive shall be the "ex-officio" member of all committees and shall be entitled to vote at the meetings thereof; and, shall exercise general supervision over the affairs of the Club.

Section 5 - The Vice-President shall assume and perform all of the duties of the President in the event of the absence or incapacity of the President.

Section 6 - The past-President shall give guidance and consultation to the current executive. Shall act as parliamentarian and rule in matters of procedure.

Section 7 - The Secretary shall keep a record of all business transacted at any regular or special meeting of the Club. Shall maintain supervision of the record of membership; and shall preserve all letters, records and data of the Club.

Section 8 - The Treasurer shall keep financial records including books of account necessary to comply with the "Society Act". Shall render financial statements to the Executive and membership when required and provide an audited Annual Statement to the Annual General Meeting. Shall deposit Club funds in a financial institution in the name of the Club. The Treasurer, shall, with either the President or Vice-President, be empowered to make authorized withdrawals of funds. The Treasurer shall have a petty cash account of \$50.00.

Section 9 - The Directors shall each chair at least one committee of the Club; shall attend all Executive meetings; and, shall constitute the Audit Committee for the Club.

Section 10 - All Committee Chairpersons shall be responsible to provide reports at all regular meetings on the status of committee activities, and at the Annual General Meeting. Shall be responsible for committee effectiveness.

Section 11 - The Standing Committees of the Club shall be those named to deal with Education, Publicity and Advertising, Match, Show and Obedience. Other committees may be struck as required or deemed necessary.

Section 12 - Should a vacancy occur on the Board, the Board may appoint a member of the Club to fill the vacancy. Should the 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.

Section 13 - Nomination and Election of Officers will take place during the Annual General Meeting and the newly elected Executive shall be installed at the first Fiscal General Meeting. The terminating Executive will turn over all Club records to the new Executive within one month after they leave office.

At the February regular meeting of the Club, on motion, a nominating committee consisting of three members will be appointed from the floor to bring in a slate of officers for the coming fiscal year to be voted upon at the Annual General Meeting. The first appointee of this committee will be the Chairperson. Nominations may also be made from the floor at the Annual General Meeting. All elections shall be made by secret ballots; a majority vote shall elect. Voting by proxy shall not be permitted.

Where there are more than two nominees and the leading candidate has not received a majority of all votes cast, a second balloting will be held immediately limiting the nominees to the two highest. In case of a tie, the Chairperson shall cast the deciding vote.

The Executive may, by a majority vote, dissolve a Committee or terminate a Committee appointment, upon written notice to appointees.

Any regular member shall be eligible to vote provided they meet the requirements stated previously. Any regular member who is a member of the CKC shall be able to stand for election.

ARTICLE III - MEETINGS

Section 1 - Regular Meetings shall be held on the fourth Wednesday of every month at a time and place as agreed upon by the membership. Should meetings be required to be rescheduled, club members will be notified of the change at the earliest possible time.

Section 2 - An annual General Meeting shall be held at a place specified by the President not later than sixty days after the end of the fiscal year (March 31) to receive the Annual Report of the President, receive the financial statements, to receive the auditor=s report, to elect officers, to appoint auditors for the ensuing year, and to transact any other business that may properly come before the meeting.

Section 3 - Election Meeting of the Club shall be at the Annual General Meeting of the Club.

Section 4 - Special Meetings of the members shall be held at a place specified by the President and may be called at any time: a) by the President, b) by the Executive, or c) on the written petition of 50% of the members of the Club.

Section 5 - A Quorum for a regular meeting shall be five (5) regular members, two (2) who must be members of the Executive. A Quorum for an executive meeting shall be 55% of the executive.

Section 6 - Order of Business shall be governed by the Common Law of Procedure of Canada, Roberts Rules of Order, current edition.

Section 7 - Regular Meeting Agendas will consist of the following:

- Call to Order
- Reading of the Minutes
- Amendments and Approval of Minutes
- Treasurer=s Report
- Correspondence
- Committee Reports
- Old Business
- New Business
- Any Other Business
- Roundtable
- Arrangements of date, time and place of next meeting
- Adjournment

Section 8 - All regular members may vote on matters brought up during Club meetings. A majority vote shall rule. A vote may be brought in by a show of hands or by ballot when required. Results will be recorded in the Secretary's minutes.

ARTICLE IV - FINANCE

Section 1 - The Financial Year of the Club shall commence on April 1 and shall conclude on March 31 of the following year.

Section 2 - Dues shall be the amount specified in the By-Laws or as recorded in the Standing Resolutions hereunder.

Section 3 - the Treasurer and the President shall administer Budget of all Club funds.

Section 4 - Unless authorized at any meeting, no officer or member of the Club shall receive remuneration for his or her services.

Section 5 - The funds of the Club, except for the amount of \$50.00 which will be placed in safekeeping of the Treasurer as a Petty Cash impress fund, shall be placed in a branch of any Canadian Chartered bank in the name of the Club.

Section 6 - All cheques issued by the Club shall require the signature of the Treasurer, as well the signature of either the President or Vice-President.

Section 7 - The Club shall have no financial borrowing powers.

Section 8 - The accounts of the Club will be audited and prepared for the Annual General Meeting.

Section 9 - This club may be dissolved any time providing to the Canadian Kennel Club written documentation signed by at least two-thirds (2/3) of the members of the Club who are in favour of this decision. Proxies are not permitted. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of neither the Club, nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club. After payments of the debts of the Club, its property and assets shall be sold and converted to cash and transferred by way of a cheque to the Atlantic Veterinary College in aid of canine research. This also applies should the Club remain inactive for a period of three (3) years.

Section 10 - The Club shall maintain 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 the Treasurer, as well as the signature of either the President or Vice-President.

ARTICLE V - LEGAL

Section 1 - The Signing Officers for Club funds will be the Treasurer in conjunction with either the President or Vice-President. The Signing Officer(s) for regular correspondence will be the Club Secretary. The Signing Officers for CKC events and the like will be the President and Club Secretary.

Section 2 - The Club seal will be that as recognized and used by the CKC and must appear on all show event matters, e.g. Premium list, entry forms, show catalogues.

Section 3 - The books and records of the Club shall be open to inspection by the members.

Section 4 - The Club may acquire material assets only upon a majority vote by the membership.

Section 5 - The Club shall secure and maintain official recognition by the Canadian Kennel Club.

Section 6 - The Club will provide the Canadian Kennel Club, within 60 days, information concerning amendments and/or alterations to the Club's Constitution, By-Laws and Club Executive.

ARTICLE VI - ALTERATIONS OF BY-LAWS

Section 1 - Any proposal to amend the Constitution or By-Laws shall be presented for debate at two (2) regular meetings and shall be duly recorded in the Secretary's minutes.

Section 2 - Amendments will come into effect at the following third meeting providing said amendments receive two-thirds (2/3) vote of all eligible members. Proxies are not permitted.

Section 3 - Amendments may be proposed by the Board or petitioned from the members.

ARTICLE VII - DISCIPLINE

Section 1 - A Committee, of not less than three members, shall be appointed to be the Club's Disciplinary Committee.

Section 2 - Any member of the Club who is suspended, debarred, deprived, expelled or whose membership has been terminated by The Canadian Kennel Club's Discipline Committee, shall be suspended from the privileges of the Club for a like period.

Section 3 - 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, together with a deposit of \$50.00 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.

Section 4 - The Secretary, upon receiving such a complaint, within 30 days shall forward a copy of the complaint, along with the notice of hearing to the defendant, the complainant and each member of the Board or appointed committee.

Section 5 - The hearing date shall be set no later than 90 days from the date of receipt of the complaint. In the event 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 6 - The 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 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 7 – Expulsion - Expulsion of a member from the Club shall be accomplished at the next monthly meeting of the Club following a proper hearing and upon the recommendation of the Committee being provided as stated in Section 6 of this Article. The President shall read the complaint and report the findings and recommendations of the Committee, and shall invite the defendant, if present, to speak on his/her 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 Committee, expulsion may also take place by mail-in vote consisting of a 2/3 majority of all eligible voting members in favour of expulsion. Voting by proxy shall not be permitted.