

**THE CONSTITUTION & BYLAWS
OF
THE HUB CITY KENNEL
AND OBEDIENCE CLUB**

Revised September 2024

**THE CONSTITUTION & BYLAWS OF
THE HUB CITY KENNEL AND OBEDIENCE CLUB**

Revised September 2024

TABLE OF CONTENTS

DEFINITIONS.....	2
ARTICLE 1 - NAME AND OBJECTIVES	4
ARTICLE 2 - MEMBERSHIP	4
ARTICLE 3 - GENERAL MEETINGS.....	6
ARTICLE 4 - BOARD OF DIRECTORS	8
ARTICLE 5 - FINANCES.....	9
ARTICLE 6 - CLUB YEAR, VOTING, NOMINATIONS, ELECTIONS.....	11
ARTICLE 7 - COMMITTEES	12
ARTICLE 8 - COMPLAINTS, DISCIPLINE, AND APPEALS	13
ARTICLE 9 - AMENDMENTS	15
ARTICLE 10 - DISSOLUTION.....	15
ARTICLE 11 - RULES OF ORDER	16

DEFINITIONS

Special note: In the event of any discrepancy between this section and the rest of the Constitution and Bylaws, the other sections of the document shall supersede.

AGM: Annual General Meeting

Alternative Dispute Resolution (ADR): any method used to resolve complaints or disciplinary matters without proceeding to a formal hearing.

Annual Show: a show held under the governance of the CKC.

Board: the Board of Directors of the Hub City Kennel and Obedience Club, and is comprised of the President, Vice-President, Treasurer, Secretary, and Members-at-Large who are elected for a limited time to conduct the business of the Club according to the Constitution, Bylaws, Rules, Regulations, Policies and Procedures of the Club.

Board Member: means an elected member of the Board of Directors of the Hub City Kennel and Obedience Club.

The Constitution and Bylaws: The Constitution & Bylaws of the Hub City Kennel and Obedience Club.

The Club: Hub City Kennel and Obedience Club (HCKOC).

CKC: Canadian Kennel Club.

Club Policy: any policy or procedure that is adopted by the Board and consolidated from time to time into a Policy and Procedures Manual.

Complainant: any person who has laid a complaint against a member of the Club relative to the contravention of the Bylaws, Rules, Regulations, or Policies and Procedures of the Club.

Conflict of Interest: a situation wherein the private interests of a member are in opposition to that of the responsibilities of the member to the Club and may include but are not limited to any operations in an organization competing with any Club activity.

Debar: a member is prohibited from participating in any activity directed, sanctioned, sponsored, or authorized by the Club or held under the auspices of any of its Rules or Regulations, to the extent and subject to terms imposed in any particular case.

Defendant: any person against whom a complaint has been made, relative to contravention of these Bylaws or the Rules, Regulations, or Policies and Procedures of the Club.

Deprive of Privileges: a member who is deprived of all privileges accorded to a member of the Club.

Electronic Means: any telephonic, electronic, or other means of communication that permits all participants to communicate adequately with each other.

Executive Member: the President, Vice-President, Treasurer, and Secretary of the Board, who are elected for a limited time to conduct the business of the Club according to the Constitution, Bylaws, Rules, Regulations, or Policies and Procedures of the Club.

HCKOC: the Hub City Kennel and Obedience Club.

Informal Chair: the Chair of any meeting or committee who has the same privileges as any other member of a meeting or committee.

Majority: the amount by which the greater number of votes cast in an election or motion exceeds the total number of remaining votes.

Member: any person as prescribed under Article 2 of the Constitution and Bylaws of the Club.

Member-at-Large: an elected member who serves as a liaison between the Board of Directors and who has no specified duties but has the same rights and powers as the directors and whose role may change according to the requirements of the Hub City Kennel and Obedience Club.

Quorum: the minimum number of voting members required to be present at a meeting for decisions to be officially made.

Rules of Order: a manual of parliamentary procedure that governs any organization with a Board of Directors and in the case of the Hub City Kennel and Obedience Club refers to the *Democratic Rules of Order* by Fred and Peg Francis.

Suspend: that a member is deprived, for the period ordered, of all privileges of the Club.

Voting Member: a member of the Hub City Kennel and Obedience Club who, under Article 6 of the Constitution and Bylaws, is entitled to vote.

ARTICLE 1 – NAME AND OBJECTIVES

Section 1

THE HUB CITY KENNEL AND OBEDIENCE CLUB shall be the name of this organization.

Section 2

The area of operations shall be Saskatoon, Saskatchewan, and its outlying areas.

Section 3

Objectives of the Club:

- ☐ To advance the welfare of all dogs.
- ☐ To promote and protect the interests of dog owners and dog breeders.
- ☐ To further public interest in purebred dogs.
- ☐ To conduct Conformation Shows, Obedience Trials, Rally Obedience, and other events, and to hold Sanction Matches under the rules of the CKC.
- ☐ To apply all profits gained thereby for the advancement of the Club.
- ☐ These objectives shall be advanced by conducting dog shows, training, public education, and other venues suitable to the interests of the Club, the welfare of animals, and cooperation with other clubs with similar objectives.

ARTICLE 2 - MEMBERSHIP

Section 1

The membership year is from April 1 to March 31 of each year.

Section 2: Eligibility

Membership shall be open to owners, breeders, and all those interested in the health and well-being of all dogs.

Members shall live within the operational area of the Club.

Application for membership shall be made in writing and/or through the HCKOC website and must be accompanied by the dues for the current year. An applicant shall become a member upon acceptance and processing of the Membership Application and applicable fee.

No person under suspension, disqualification by the CKC, or not in good standing with the CKC, shall be eligible for membership.

Any individual rejected for membership or expelled by the Club shall be provided with a written explanation.

All members shall provide the Club with a postal address, telephone number, and electronic address at the time of application. The Club shall in turn maintain a membership roster and may use this information for Club business and administrative purposes and may disclose this information to the membership if authorized to do so.

Section 3: Duties and Responsibilities

All members shall abide by the Constitution and Bylaws, Regulations, Rules, and the Policies and Procedures of the Club.

All members shall volunteer with the preparation and/or operation of the Annual Show.

All members shall inform the Secretary should they become ineligible for membership.

All members shall declare any conflict of interest in advance of assuming any role within the Club.

All members shall seek Club approval before undertaking any task in the name of the Club.

Additional duties and/or responsibilities shall be determined by the category of membership.

Section 4: Rights

All members shall have the rights and privileges as stated under the Constitution and Bylaws, Regulations, Rules, and the established Policies and Procedures of the Club.

Section 5: Resignation and Termination

Any member who wishes to resign from the Club shall give written notice to the Secretary. Any member who shall cease to be a member through resignation or termination shall have no claim upon any property belonging to the Club, nor shall be entitled to any of the privileges accorded to the membership. No refund of any portion of the membership fee shall be provided upon cessation of membership.

Termination of membership shall 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 a CKC membership.

Section 6: Membership Categories

There shall be three (3) categories of membership: Associate, Full, and Honorary.

All new members shall be Associate members. Associate members shall have no voting rights and cannot stand for election.

After one (1) year, an Associate member may choose to become a Full member. Full members shall have voting rights and are eligible to stand for election.

Honorary members shall have voting rights and are eligible to stand for election. Automatic honorary membership is attained after fifteen (15) continuous years as a Full member. Honorary members shall have no obligations or fees.

Section 7

Participation shall be tallied annually by the Membership Committee and recommendations on any membership changes brought to the Board for review in advance of an AGM. At the Board's discretion, any proposed changes may be brought forward to the Club for a vote at the AGM.

Section 8

The membership dues for the following year shall be set at the AGM.

Membership dues shall be paid by May 31st each year. Should a membership lapse past May 31st, that member will be struck from the membership list.

Should any lapsed member renew after June 1st, that member will be reinstated as an Associate member. Exceptions shall be put to the Board for a vote regarding membership category.

Section 9: Temporary Leave

Any member may take a 12-month relief from duties without discrimination. The Secretary shall be notified of this status. A Temporary Leave may start at any time during the year and shall not constitute a lapse in membership nor affect the status of an Honorary Membership. Membership dues shall still be a requirement.

ARTICLE 3 - GENERAL MEETINGS

Section 1: Chair of Meetings

The Chair of any meeting shall be an informal chair.

Section 2: Regular Meetings

The Club shall have a minimum of nine (9) Regular Meetings throughout the year. Regular Meetings shall be held monthly. After consultation with the membership, notification of the time, date, and location shall be communicated to the membership a minimum of three (3) weeks in advance of the next meeting either through the minutes or by electronic means.

Meetings are open to the entire membership.

Preference shall be to hold these meetings in person. Meetings via electronic means may be used if special circumstances arise. Such circumstances require the approval of the Board.

Cancellation of a meeting requires approval by the Board. A postponement shall not be considered a cancellation if a meeting is held within fourteen (14) days of the initial specified date and notification is provided a minimum of five (5) days in advance. Notice may be waived in the event of an emergency nature.

A quorum at any Regular Meeting shall be twenty percent of all club voting members. If a quorum is not present, a meeting may proceed, but motions may not be put forward. A Special Meeting shall be set for discussion and voting on motions should an emergency arise.

Section 3: Special Meetings

A Special Meeting shall be called by the President at the request of three (3) members of the Board, the Chair of a Committee, or a voting member. Notice of the date, time, and location of a Special Meeting shall be communicated to the membership by electronic means a minimum of five (5) days in advance.

Special Meetings are open to the entire membership.

Preference shall be to hold any Special Meeting in person. Meetings via electronic means may be held if special circumstances arise. Such circumstances require the approval of the Board.

Cancellation of a meeting requires approval by the Board. Notice of cancellation shall be issued by the Secretary. Notice may be waived in the event of an emergency nature.

A quorum at Special Meetings shall be twenty percent of all voting members.

Section 4: Annual General Meeting

The AGM shall be held in June of each year. The date, time, and location shall be communicated to the membership through the minutes of a Regular Meeting or by electronic means. Notice shall be communicated by the Secretary at least fifty (50) days in advance.

The announcement of an AGM shall trigger the creation of, if not already in place, an Ad hoc Committee for nominations and an Ad hoc Committee for receipt and consideration of any Constitution and Bylaw proposals. The Nomination Committee automatically dissolves with the conclusion of the AGM. The Board shall ensure that the updated Constitution and Bylaws adhere to the motions presented at the AGM. The Constitution and Bylaws Committee automatically dissolves upon publication by the Board of the amended and approved Constitution and Bylaws document.

Attendance at any AGM is open to all members.

Preference shall be to hold an AGM in person. Meetings via electronic means may be held if special circumstances arise. Such circumstances shall require the approval of the Board.

Cancellation of an AGM shall require approval by the Board. A cancellation notice shall be issued by the Secretary five (5) days in advance. A Notice may be waived in the event of an emergency. Rescheduling shall be announced within five (5) days of cancellation and the new time, date, and location communicated to the membership.

A quorum at an AGM shall be twenty percent of all voting members.

Section 5: Special General Meetings

Should any item, normally presented at an AGM, require immediate resolution, a Special General Meeting may be called at the discretion of the Board.

Notice of any Special General Meeting shall be made twenty (20) days in advance of the date, time, and location of a meeting and communicated to the membership by electronic means.

Attendance at any Special General Meeting is open to all members.

Preference shall be to hold any Special General Meeting in person. Meetings via electronic means may be held if special circumstances arise. Such circumstances require the approval of the Board.

A quorum at a Special General Meeting shall be twenty percent of all voting members.

Section 6: Board Meetings

Meetings of the Board shall be held at the call of the President.

Meetings are intended for members of the Board of Directors only. Specific conditions may arise when a non-Board member may be invited as a guest.

Meetings may be in person or by electronic means. The mode shall be stated at the call of the meeting.

A quorum at a Board meeting shall be four (4) members..

Section 7: Executive Meetings

Meetings of the Executive shall be held at the call of the President.

Meetings are intended for members of the Executive only.

Meetings may be in person or by electronic means. The mode shall be stated at the call of the meeting.

A quorum at an Executive Meeting shall be three (3) members.

ARTICLE 4 - BOARD OF DIRECTORS

Section 1

Elected Officers shall be:

- ☐ President - two-year term
- ☐ Vice-President - one-year term
- ☐ Secretary - two-year term (alternating with President)
- ☐ Treasurer (or Secretary-Treasurer) - one-year term
- ☐ Members-at-Large (a minimum of one per ten voting members) - one Member-at-Large must be Bookkeeper if one has been designated - one-year term each

Section 2

The Board shall be composed of all elected officers.

Members of the Board shall ensure that motions made and carried shall be in line with the Constitution and Bylaws of the Club.

The Executive shall be composed of the President, Vice-President, Secretary, and Treasurer.

Section 3

The President's CKC membership fees shall be paid by the Club during the term of office.

Section 4

The President (or designated representative) shall preside over all membership meetings.

The President (or designated representative) has signing authority for all official documents and contracts.

Section 5

The Vice-President shall, in the absence of the President, preside over all membership meetings, and perform all duties of the office of President. The Vice-President's name shall stand for the office of President at the next election.

Section 6

The Secretary shall issue notices of all Regular, Special, AGM, or Special General Meetings to the membership and shall maintain a written record of each meeting and for all other matters for which a written record is required by the Club.

The Secretary shall keep a written record of each Board and Executive Meeting.

Minutes of all meetings shall be available to the membership.

The Secretary shall be responsible for all correspondence as directed by the President or Board.

The Secretary shall maintain a roster of all Club members.

Section 7

The Treasurer and/or Bookkeeper shall collect all accounts due to the Club. The Treasurer and/or Bookkeeper shall prepare and report the financials of the Club to the membership at each Regular Meeting. At the AGM, the Treasurer and/or the Bookkeeper shall render an account of all receipts and expenditures made during the previous year.

Should the office of Secretary and Treasurer be combined, the duties of both shall be assumed by the Secretary-Treasurer.

Section 8

Members-at-Large shall be willing to become members of committees and shall act as a liaison between the Committee's membership and the Executive.

Section 9

Vacancies of an executive position shall be temporarily filled by a Member-at-Large until a permanent replacement is elected. The permanent replacement shall be voted on by written, secret ballot at a Special General Meeting immediately following the vacancy.

Section 10

The Board is empowered to spend an amount of money to be determined at the AGM, without the requirement of a vote by the membership.

Section 11

In the event a vacancy for the office of the President, Vice-President, Secretary, or Treasurer/Secretary-Treasurer occurs in mid-term, an account of the Club's finances shall be reviewed by an internal or external reviewer. Said reviewer shall be appointed by the Board.

ARTICLE 5 - FINANCES

Section 1

The Treasurer or Bookkeeper shall deposit funds into an account at a chartered bank in the name of the Hub City Kennel & Obedience Club (HCKOC). No funds may be withdrawn from the bank account without approved authorization. Those empowered to sign cheques, approve e-transfers, or any other financial transactions for the Club shall be the Treasurer (or Bookkeeper) plus two (2) elected members of the Board having no joint family or business interest. The latter two signing/approving Directors are to be decided at the AGM. All items of account shall be approved by at least two authorized parties, with documentation.

Section 2

Should the Club engage in any loan, lease, or credit burden, this shall be approved by a two-thirds (2/3) majority vote of all voting members in attendance at a Special Meeting.

ARTICLE 6 - CLUB YEAR, VOTING, NOMINATIONS, AND ELECTIONS

Section 1

The Club's fiscal year is from April 1st to March 31st.

Section 2

At any Club meeting, each voting member present over the age of eighteen (18) shall have one (1) vote. Proxy votes shall not be permitted.

Members shall recuse themselves in any case of a conflict of interest. This shall not affect a majority vote or quorum.

Section 3

In the event of an election for any office, voting shall be by written, secret ballot, or in

the event of the meeting held by electronic means, voting shall be by secret poll.

Section 4

For the election of officers at an AGM, a Nominating Committee consisting of one (1) Board member and two (2) voting members shall be struck.

The Committee shall nominate a slate of officers. Nominations may be submitted from the floor by the membership at an AGM. All nominees must signify a willingness to stand for office and must have voting privileges. In advance of any vote, all nominees shall divulge all known, potential, or perceived conflicts of interest.

ARTICLE 7 - COMMITTEES

Section 1: Membership Eligibility

Any member of the Club may become a member of a committee.

Section 2: Standing Committees

The Board, at its discretion, may appoint additional Standing Committees to further the interests of the Club by a majority vote of the membership.

Each Standing Committee will have an informal chair. The Chair shall have voting privileges. The Chair of any Standing Committee shall be voted in by the membership for a one (1) year term. Consecutive terms may be served.

All members of a Standing Committee shall be volunteers from the membership. Exceptions shall be voted on by the membership. Members may volunteer at any time for any Standing Committee. Volunteers must state their intention to remain on a Standing Committee to the Chair of said Committee by April 1st of every year.

At the discretion of a Standing Committee, a subset committee may be created.

Given the diverse nature of Standing Committees, each committee shall determine the frequency of meetings and the mode of communication.

The Chair shall submit regular reports to the membership at Club meetings.

Dissolution of any Standing Committee is at the discretion of the membership and shall be recorded in the minutes of a Regular Meeting.

Written resignation by any chair shall be submitted to the President. The resignation of any member shall be to the Chair of the Standing Committee.

Section 2a: Annual Show Committee

Upon a two-thirds (2/3) majority, the membership may decide not to hold the Annual Show if the decision should be required. This may be done at a Regular or a Special Meeting.

The Annual Show Committee shall consist of a:

1. Show Superintendent
2. Chief Ring Steward
3. Show Secretary
4. Obedience Chairman
5. Show Chairman

The Annual Show Committee may have an ongoing subset committee for the selection of judges.

The Show Secretary does not need to be a member of the Club but shall be in good standing with the CKC.

The Annual Show Committee shall be volunteers from the membership with voting privileges. All committee positions are voted in at a Regular Meeting for which the relevant show is approved.

Concurrent committees may exist for different annual shows.

The duties of the Annual Show Committee positions shall be as designated by the CKC and the Standard Operating Procedures of the Club. The Annual Show Committee shall be responsible for overseeing all aspects of the Annual Show.

The Annual Show Committee shall submit a report, including a financial report, to the membership at the Regular Meeting following the Annual Show. The report shall be reviewed by the Executive Committee in advance of submission. If all accounting in connection with an Annual Show has not been finalized, an interim report shall be submitted.

The Annual Show Committee for any given year shall dissolve when the final report, including the final financial report, has been presented to the membership.

Section 2b: Training Committee

The Training Committee shall oversee and administrate all classes offered to the public and shall determine the scheduling and types of classes to be offered.

Section 2c: Website Committee

The Website Committee shall oversee and administrate all things related to the website which is owned by the HCKOC and shall work with the website host and committees to facilitate any upgrades and/or updates as required.

Section 2d: Membership Committee

The Membership Committee shall oversee and administrate all things regarding the membership and shall include the support of all members and the promotion of the Club to the public. The Membership Committee shall tally the responsibilities achieved by each member.

Section 2e: Governance Committee

The Governance Committee shall be responsible for the maintenance and creation of all governance documents. Governance documents shall be approved at any Regular Meeting.

When a Constitution and Bylaw Committee is required, it shall be a subset of the Governance Committee.

The Governance Committee shall ensure that all documents and protocols regarding the Club's operations are in line with the Constitution and Bylaws.

Section 2f: Marketing Committee

The Marketing Committee shall promote the Club and all Club-related activities to the general public.

Section 2g: Special Events Committee

The Special Events Committee shall facilitate or assist as required with all Special Events held by the Club.

Section 2h: Building Committee

The Building Committee shall oversee the operations and maintenance tasks for the building leased by the Club.

The Building Committee shall be allotted an operating budget. The budget shall be determined and voted on by the membership each year at the AGM.

Section 3: Ad Hoc Committees

The creation of an Ad hoc Committee shall be recommended by the Executive or created automatically for Club events approved by the membership.

Ad hoc Committees for shows and performance events held under a specific governing body shall have their structure set by the said governing body.

Upon a two-thirds (2/3) majority, the membership may decide to cancel a show, trial, or event if required. This may be done at a Regular or a Special meeting.

Each Ad hoc Committee will have an informal chair as determined by the members of the Committee. The Chair shall have voting privileges and shall be responsible for overseeing the operations of the Committee.

Any exceptions to the membership of an Ad hoc Committee shall be voted on by the membership. Any Club member at any time may volunteer to become a member of an Ad hoc Committee.

Given the diverse nature of an Ad Hoc Committee, each committee shall determine the frequency of its meetings and mode of communication.

Any decision made by an Ad hoc Committee shall be restricted by the scope of any mandated task.

Ad hoc Committees shall automatically dissolve after the last report is presented to the membership, including the final financial report.

Resignation of the Chair of any Ad hoc Committee shall be to the President.

Resignation of any member of an Ad hoc Committee shall be to its Chair.

ARTICLE 8 – COMPLAINTS, DISCIPLINE, AND APPEALS

Section 1

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

Any individual, whether a member of the Club or the general public, shall have the right to lay a complaint regarding any matter related to the objectives or activities of the Club. Reporting of a complaint shall be on a form designated by the Club.

Section 2

- a) Public or Member complaints will be heard by the Board or a Hearing Committee appointed by the Executive. All Hearing Committee members shall be voting members who have been in good standing with the Club for no less than two (2) years. The seriousness of the alleged offense shall determine the composition of the Hearing Committee.
- b) Complaints containing details of the alleged offense shall be submitted to the Secretary in writing within ten (10) days of the alleged offense, together with a payment of \$50.00. An extension may be granted in special circumstances upon Board approval. A Complaint Reporting Form is available on the Club website.
- c) Within thirty (30) days of receipt of the complaint, the Secretary shall forward a copy of the complaint to the member complained about or, if the complaint is regarding the actions of the Club, to the Board for a response.
- d) A copy of the member or Board response will be sent by the Secretary to the complainant within thirty (30) days of receipt. The complainant will then have thirty (30) days to submit a response.
- e) If the response is acceptable to the complainant, the complainant will respond in writing and the matter will be considered resolved.
- f) If the complaint is not resolved, a hearing date shall be set no later than ninety (90) days from receipt of the complaint and all parties shall be sent written notification via Registered Mail.
- g) If the hearing is held by the Board, a minimum of four (4) Members of the Board shall be present. Should a complaint be laid against any of the members of the Board, another member of the Executive shall act in accordance with this Constitution. In the event the hearing is held by a Committee, a Chair of the Committee will be appointed and at least a majority of the appointed Committee shall be present.
- h) The complainant and the defendant shall have the right to be heard in person at any hearing before the Board or Hearing Committee. They may, at their own expense, produce such evidence and witnesses as they may desire and may at their own expense be accompanied by or represented by a person of their choice. Complainants or defendants who do not appear in person may present evidence in written form at least ten (10) days in advance of the hearing. Receipt of any written evidence must be validated.
- i) The Board or the Hearing Committee shall render its decision in writing to the complainant within sixty (60) days.
- j) All decisions shall be available to members on the members-only HCKOC website following receipt of the decision via Registered Mail by the complainant and the defendant.

Section 3

The Board or appointed Hearing Committee shall ensure that both the complainant and the defendant be treated fairly and in accordance with the rules of fairness. Should the complaint be founded after hearing all of the evidence and testimony present by the complainant and the defendant, the Board or Chair of the Hearing Committee may, by a majority vote of those present, impose an appropriate penalty. The decision may be to reprimand, suspend, expel, or in the case of an Executive Member, be removed from office including suspension or expulsion depending on the severity of the charges. In the case where an Executive Member is removed from office that position shall be filled by appointment by the President or Vice-President until the next election of officers is held.

Section 4

- a) If the decision is a matter of expulsion from the Club, the defendant, if present, shall be allowed to speak on his/her behalf at a Special General Meeting or AGM. The membership shall vote by secret, written ballot on the proposed expulsion. A two-thirds (2/3) majority vote of those present with voting rights shall be necessary for expulsion.
- b) Vote by Proxy is not permitted.

Section 5

Any person, who is subject to any decision by the Board or Hearing Committee shall have the right to appeal a decision.

- a) The Appeal Committee shall be appointed by the Board and consist of a minimum of three (3) voting members in good standing with the Club for at least two (2) years.
- b) The Appeal Committee is authorized to allow an appeal in whole or in part, to set aside or vary any decision of the Board or the Hearing Committee.
- c) Any person wishing to appeal a decision shall submit written notification to the Secretary within thirty (30) days of receipt via Registered Mail of any decision. Receipt of the notification must be able to be validated. Upon filing an appeal, the appellant shall pay a fee of \$50.00.
- d) The Appeal shall provide sufficient information on the grounds for the appeal to permit the Appeal Committee to deal properly with the issues raised. The date and time of the Appeal Hearing shall be set by the Chair of the Appeal Committee and be communicated via Registered Mail to the parties concerned. The parties concerned shall have the right to be heard in person and may, at their own expense, be represented by another person of their choice. The Appeal Committee may produce additional evidence it may deem relevant to the hearing of the appeal.
- e) All decisions of the Appeal Committee are final and shall be available to members on the members-only HCKOC website.

Section 6

All records shall be retained for a minimum period of three (3) years, or three (3) months passed the duration of the suspension or expulsion.

Section 7

At the discretion of the Board, any discipline matter may be referred for resolution by ADR in lieu of a formal hearing.

ARTICLE 9 - AMENDMENTS

Section 1

Amendments to the Constitution and Bylaws of the Club may be proposed by the Board or petition from any member.

Section 2

A committee of at least three (3) voting members shall be created to propose changes to the Constitution and Bylaws and to review proposals submitted.

Section 3

Notice of any proposed amendments to the Constitution and Bylaws shall be submitted in writing to the Secretary no later than forty-five (45) days in advance of an AGM.

The Secretary shall forward all proposals to the Chair of the Constitution and Bylaws Committee for review. Proposals that are not consistent with the Club's objectives may be refused.

The Constitution and Bylaws Committee shall submit a final draft of all proposals which shall be made available to all members no later than fifteen (15) days in advance of the AGM.

Section 4

Amendments to the Constitution and Bylaws must have a two-thirds (2/3) majority vote of all eligible members in attendance at the AGM or Special General Meeting.

ARTICLE 10 - DISSOLUTION

Section 1

The Club may be dissolved at any time by providing to the CKC written documentation signed by at least two-thirds (2/3) of the voting members, in accordance with CKC's dissolution policy.

Voting by proxy is not permitted.

Section 2

Should the Club cease to operate or be disbanded at any time, all assets shall be liquidated, all outstanding accounts shall be paid forthwith, and any balance of funds shall be donated to a charitable organization for the benefit of dogs.

ARTICLE 11 – RULES OF ORDER

Section 1

All meetings shall be conducted in accordance with the recognized rules of order as stated in the *Democratic Rules of Order* by Fred Francis and Peg Francis.

Section 2: Regular and Special Meetings

Order of business at Regular and Special Meetings shall be:

1. Roll call
2. Assess quorum
3. Acceptance of the Agenda
4. Acceptance of the Minutes of the last meeting
5. Financial report
6. Committee reports
7. Correspondence
8. Business arising from the last Minutes
9. New business
10. Member achievements
11. Notice of next meeting
12. Adjournment

Section 3: AGM

Order of business at the AGM shall be:

1. Roll call
2. Assess quorum
3. Acceptance of the Agenda
4. Acceptance of the Minutes of the last AGM
5. Year-end financial report
6. AGM resolutions
7. Election of Officers
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Members at Large
8. Resolution for signing authority
9. Adjournment

Section 4: Special General Meeting

Order of business at a Special General Meeting shall be:

1. Roll call
2. Assess quorum
3. Acceptance of the Agenda
4. Business of the Special General Meeting
5. Adjournment