

**THE CONSTITUTION & BYLAWS OF
THE HUB CITY KENNEL AND OBEDIENCE CLUB**
Revised June 2017

ARTICLE 1 – NAME AND OBJECTIVES

Section 1

THE HUB CITY KENNEL AND OBEDIENCE CLUB shall be the name of this organization, hereafter referred to as the Club.

Section 2

The area of operations shall be the city of 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, other events, and to hold Sanction Matches under the rules of The Canadian Kennel Club.
- 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, and the welfare of animals and by co-operation 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

Membership shall be open to dog owners, dog breeders and others interested in dogs. Application for membership may be made through any member. Applications shall be accompanied by dues for the current year. No person under suspension, disqualification by the C.K.C, or not in good standing with the C.K.C., shall be eligible for membership. Upon receipt of new membership, the Secretary shall provide each member with a copy of the Hub City Kennel & Obedience Club Constitution and Bylaws, and a membership application for The Canadian Kennel Club..

Any individual rejected for membership by the Club must be provided a written explanation.

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 3

Membership shall be by ordinary membership and honorary membership.

Section 4

Automatic honorary membership is attained after fifteen years continuous membership. The Club may propose honorary membership in instances where overall circumstances warrant. All such members are entitled to free membership and personal invitations to participate in Club educational and social activities.

Section 5

New members have the right to vote after attending three monthly meetings.

Section 6

All members must actively participate in the operation of our annual dog Show, and/or other club activities or events. Participation will be reviewed at the meeting prior to the AGM and determination on membership given at this time. This shall be enforced at the discretion of the Executive.

Section 7

Resignation from membership must be made in writing and addressed to the Secretary (Secretary-Treasurer).

Section 8

The dues of the Club shall be set at the Annual General Meeting for the following year. Should such dues fall in arrears for sixty (60) days, from the next regular meeting, membership is forfeited.

Thereafter, members who have not paid their dues will be contacted by the Club prior to being struck from the membership list. The next regular meeting will be the deadline for acceptance of dues.

Should lapsed members wish to rejoin the Club, they will have "New Member" status. All other fees in connection with Club activities shall be approved by the Executive.

ARTICLE 3 – GENERAL MEETINGS

Section 1

Regular meetings of the Club shall be held monthly at a time to be specified by the incoming Board of Directors. Meetings may be cancelled at the discretion of the Board. Special meetings may be held at the call of the Chair or by request of three members of the Board, or can be requested by the general membership.

Five days notice of meeting or cancellation shall be issued by the Secretary. Notice may be waived in the event of a meeting of an emergency nature.

Section 2

Order of business at meetings shall be:

1. Acceptance of minutes of the last meeting
2. Financial Report
3. Committee Reports
4. Correspondence
5. Business arising from the last minutes
6. Election of Officers at Annual Meeting
7. New Business
8. Good of the Club

Section 3

The Annual Meeting shall be held in June of each year. The Club year shall be from April 1 to March 31 of each year.

Section 4

At all General Meetings five paid-up members shall constitute a quorum. At Special General Meetings and/or the Annual General Meeting quorum shall be 10 paid-up members.

Section 5

Meetings of the Board of Directors shall be held at the call of the President. At Board meetings, four members shall constitute a quorum.

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 active members) – one Member-at-large must be Bookkeeper if one has been designated – one-year term each

Section 2

The Board of Directors shall be composed of:

- All elected officers
- Two regular members appointed as deemed necessary.

Canadian Kennel Club membership fees shall be paid for the President by the Club (if not already a member) during his/her term of office.

Section 3

The President shall preside at all meetings of the Club and shall be a member ex-officio of all standing committees.

Section 4

The Vice-President shall, in the absence of the President, preside at the meetings and perform all other duties pertaining to the office of President. The Vice-President shall allow his/her name to stand for the office of President at the next election for that office.

Section 5

The Secretary shall keep a complete record of each meeting of the Club and of the Executive and of all other matters of which a record is ordered by the Club. The Secretary shall have charge of correspondence. The Secretary shall issue notices of meetings to all members and shall keep a roster of all Club members and their addresses. The membership shall be kept advised of all additions or deletions to such a roster.

Section 6

The Treasurer or Bookkeeper shall collect all accounts due to the Club and issue receipts for same when paid. The Treasurer or Bookkeeper shall be prepared to report the conditions of the finances of the Club to the Executive at each meeting, and at the Annual Meeting of the Club he/she shall render an account of all receipts and expenditures made during the previous year. Should the office of Secretary and Treasurer be combined, the several duties of both shall be assumed by the Secretary-Treasurer.

Section 7

Vacancies of the Board shall be filled at the first General Meeting following the vacancy, by written, secret ballot.

Section 8

The Board of Directors, by quorum vote, is empowered to spend an amount to be determined at the Annual General Meeting, without recourse to a Club vote.

Section 9

In the event a vacancy occurs in mid-term for the office of President, Secretary, or Treasurer (or Secretary- Treasurer), an account of the Club's finances shall be audited by an internal or external audit, auditors to be appointed by the Board.

ARTICLE 5 - FINANCES

Section 1

The Treasurer or Bookkeeper shall deposit funds in 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 such authorization. Those empowered to sign cheques for Club funds shall be the Treasurer, or Bookkeeper in office plus two elected members of the Board having no joint family or business interest the latter two signing powers to be decided at the Annual General Meeting. All items of account shall be signed by the two authorized parties.

ARTICLE 6 – CLUB YEAR, VOTING, NOMINATIONS, ELECTIONS

Section 1

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

Section 2

At any annual, regular or special general meeting, each member present over the age of eighteen (18) and in good standing with the Club shall have one vote. Proxy votes are not permitted.

Section 3

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

Section 4

For the election of officers at the Annual General Meeting, a nominating Committee consisting of the immediate Past President (Chairman), one Board member, and one Club member shall be set up.

This Committee shall nominate a slate of officers. Nominations may also be submitted from the floor at the Annual General Meeting by the membership. All nominations for election must signify willingness to stand for office and must be paid up members of the Club.

ARTICLE 7 – COMMITTEES

Section 1

Upon a 2/3 majority, the Club members may decide not to hold a Show, if the decision should be required.

Section 2

All special committees shall be appointed by the Board unless otherwise ordered in the motion.

Section 3

Termination of committees and/or their appointees is at the discretion of the Board.

Section 4

The Show Committee shall consist of:

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

Section 5

The Show Committee shall be appointed by the Club membership at the same meeting that the holding of a show is authorized.

Section 6

The duties of the above-named members of the Show Committee shall be as designated in the C.K.C. Dog Show Rules and the established procedures of the Club. They shall be responsible for acting as a Committee to organize and co-ordinate all departments and to appoint the necessary conveners.

Section 7

The Show Committee shall submit an internal audit and written report to the Club at the next regular meeting. This audit shall be conducted by the President, Vice-President, Show Secretary, and the Club Treasurer. In the event that all accounting in connection with such a Show has not been finalized, an interim report is to be submitted.

ARTICLE 8 – DISCIPLINE

Section 1

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 2

- a) Personal complaints against members shall be heard by the Board, or a Committee appointed by the Board. Complaints containing details of the offence should be made to the Secretary in writing within ten days of the Offence, together with a deposit of \$25.00.
- b) 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 of appointed Committee.
- c) 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 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 this Constitution and Bylaws.

Section 3

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.

Section 4

- a) 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 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/her own behalf. The meeting shall the vote by secret, written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion. Proxy voting is not permitted.

- b) 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 favor of expulsion. Proxy voting is not permitted.

ARTICLE 9 – AMENDMENTS

Section 1

Amendments may be proposed by the Board or petition from the members.

Section 2

Notice of proposed amendments to this Constitution and Bylaws must be submitted to the Secretary in writing, no later than the Regular General meeting prior to the Annual General Meeting.

Section 3

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

ARTICLE 10 – DISSOLUTION

Section 1

The Club may be dissolved at any time by providing to The Canadian Kennel Club written documentation signed by at least two-thirds (2/3) of the members of that club who are in favour of this decision; proxies are 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 forthwith paid, and the balance of the H.C.K.O.C.'s funds shall be donated to a charitable organization for the benefit of dogs, at the discretion of the Board of Directors.