



CONSTITUTION AND BYLAWS of the Saskatoon Kennel & Obedience Club Inc.

1. The name of the society is: THE SASKATOON KENNEL & OBEDIENCE CLUB INC, herein abbreviated to be the S.K.O.C.
2. The objects of the society are the encouragement and development of pure bred dogs in Canada by:
 - a. adopting means to encourage and assist persons referred to in these objectives.
 - b. adopting and enforcing rules and regulations governing dog shows and obedience trials.
 - c. furnishing official and authentic information in respect of pure bred dogs.
 - d. fostering among its members an interest in the training and welfare of dogs.
 - e. establishing and organizing classes for the teaching of individuals in the training of their dogs and the training of dogs generally.
 - f. encouraging the above objectives for pure bred and mixed breed dogs by holding point shows, obedience trials, competitions and tests.
 - g. encouraging improved breeding programs for pure bred dogs.
 - h. assisting and advising members and other owners of dogs who wish to enter their dogs for competition in obedience and/or other trials or shows approved by the Canadian Kennel Club.
 - i. affiliating or otherwise co-operating with the Canadian Kennel Club or other associations or clubs having objectives in whole or in part similar to those of this club.
 - j. encouraging, guiding and advancing the welfare of purebreds and their owners in such other ways as permitted by the Live Stock Pedigree Act, R.S.C. 1952 Chapter 168.
3. The operations of the society will be carried out chiefly in the city of Saskatoon in the province of Saskatchewan.

BYLAWS

ARTICLE I - MEMBERSHIP

- 1.1 Membership shall be limited to persons interested in furthering the objectives of the Club's Constitution.
- 1.2 The membership year shall commence on April 1 and end on March 31. Membership fees are paid yearly and are due on April 1.
- 1.3 Membership fees shall be fixed by a simple majority vote at a regular meeting.

- 1.4 A membership shall be considered lapsed and automatically terminated if such member's dues remain unpaid for two (2) months. Written or electronic notice shall be given after one month in arrears. If a membership lapses, and the member wants to rejoin, they will have to follow the steps to rejoin as a new member.
- 1.5 Members can resign from the membership by sending written or electronic notice of resignation to the President. A member resigning from the Club shall not be entitled to recover any portion of the annual fee, nor shall the member have any claim against the Club by virtue of the member's resignation.
- 1.6 All members are encouraged to become working members of the Club.
- 1.7 Each member of this Club shall be given a copy of the Club's Constitution and Bylaws and a membership list when they join.
- 1.8 An individual must be a member for one full year prior to being granted voting privileges.
- 1.9 Single, Family, Junior, and Associate Memberships must meet the basic requirements established under Articles 1.1 and 1.2. Applicant(s) must apply on a form as approved by the Club. Membership shall be extended to individuals whose application is presented, sponsored and approved at a regular meeting. Membership shall be approved by a majority vote of the members present at a regular meeting. Any applicant who has been rejected must be provided in writing with a reason for such rejection.

CATEGORIES OF MEMBERSHIP:

1.10 Single Membership

- a. Shall be entitled to all privileges of the Club.
- b. Carries voting privileges. Must attend at least two (2) regular meetings a year as a Single Member in order to maintain voting privileges at the Annual General Meeting.

1.11 Family Membership

- a. Shall include two (2) adults and minor children residing at the same residence.
- b. Shall be entitled to all privileges of the Club.
- c. Carries voting privileges for adult members. Must attend at least two (2) regular meetings a year as a Single Member in order to maintain voting privileges at the Annual General Meeting.
- d. No voting privileges for minor children.

1.12 Junior Membership

- a. Shall be available for a person under eighteen (18) years of age.
- b. Carries no voting privileges.
- c. Shall not hold office or title in the Club.
- d. Shall be entitled to all privileges of the Club.
- e. Shall pay no membership fee.

1.13 Associate Membership

- a. Carries no voting privileges.
- b. Shall not hold office or title in the Club.

1.14 Life Membership

- a. May be bestowed to a Single Member who has been a member in good standing and who has made an extraordinary contribution to the Club for fifteen (15) years or more.
- b. Nomination for Life Membership will be presented by the Executive to the General Membership at the Annual General Meeting. A majority vote of the members present is required to pass.
- c. Must attend at least two (2) regular meetings a year to maintain voting privileges at the Annual General Meeting.
- d. Shall be entitled to all privileges of the Club.
- e. Shall not require a membership fee.

1.15 Honorary Membership

- a. For a person whom the Club deems worthy of such recognition, and whose name has been submitted to, and approved by, a majority of the members at any regular meeting of the Club.
- b. Shall not carry voting privileges.
- c. Shall not hold office or title in the Club.
- d. Shall not require a membership fee.
- e. Shall be for a period of one (1) year.

1.16 Discipline

- a. 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. Any member who is charged and found guilty of any act by any Humane Society or equivalent society will be automatically suspended or expelled from the Club as determined by the Board of Directors.
- c. Complaints
 - i. Any member may be disciplined by the Board of Directors for conduct prejudicial to the best interests of the Club, including but not limited to poor sportsmanship or causing an indignity to another member.
 - ii. A written complaint containing details of the alleged misconduct must be filed with the Secretary. A fee, as set by the voting membership, must accompany the written complaint (refundable if the complaint is upheld).
 - iii. The Board of Directors may reject a complaint without striking a Discipline Committee where the complaint has insufficient reason or has not been filed in a timely manner.
 - iv. If the complaint is to be heard, the Board of Directors shall appoint a Disciplinary Committee consisting of two (2) members of the Board of Directors plus one (1) member in good standing, who has been a member of the club for a minimum of one (1) year.
 - v. The Secretary within thirty (30) days of receiving the complaint shall forward a copy of the complaint, along with a notice of hearing to the defendant, the complainant and each member of the appointed Disciplinary Committee, either by registered mail or electronically.
 - vi. The time, date and location of the Discipline Hearing shall be set by the Chair of the Discipline Committee and shall be no later than ninety (90) days from the date of receipt of the complaint.

- vii. Should a complaint be laid against the Secretary, then the President shall act in accordance with these by-laws.

d. Hearing

- i. It is the duty of the Discipline Committee to hear the complaint and to make recommendations on a course of action to the Board of Directors. The Committee must ensure that both the complainant and the defendant are treated fairly and in accordance with the rules of natural justice.
- ii. The time, date and location of the Discipline Hearing shall be set by the Chair of the Discipline Committee.
- iii. A member against whom a complaint has been submitted shall have the right to receive a copy of the complaint and all the materials submitted with the complaint; and attend and reply at all meetings of the Discipline Committee where their case is being presented.
- iv. The parties concerned shall have the right to be heard in person, and may at their expense, be represented by a person of their choice.
- v. The Discipline Committee may recommend the dismissal of a complaint after hearing it, if it determines that the complaint has insufficient reason or was not filed in a timely manner.
- vi. Should the complaint be sustained after hearing all evidence and testimony presented by the complainant and defendant, the Discipline Committee will forward a report and recommendation to the Board of Directors for an appropriate penalty such as a letter of reprimand, request for apology, suspension or expulsion. The Board of Directors will review the report and recommendations and decide on final action. The Secretary shall notify each of the parties of the decision within thirty (30) days of the decision.

1.17 Appeal

- a. Any person who is subject to any decision of the Discipline Committee and/or Board of Directors shall have a right to appeal the decision.
- b. The Appellant must provide written notice to the Secretary within thirty (30) days from the date of *Notice of Discipline Action* put forth by the Board of Directors.
- c. A fee, as set by the voting membership, must accompany the written appeal (refundable if appeal is upheld).
- d. The Board of Directors will appoint an Appeal Committee consisting of two (2) members of the Board of Directors and one (1) member in good standing, who has been a member of the club for a minimum of one (1) year. These appointees must not have been on the Discipline Committee that heard the original complaint.
- e. The time, date and location of the Appeal Hearing shall be set by the Chair of the Appeal Committee and shall be no later than thirty (30) days from the date of receipt of the written appeal.
- f. The parties concerned shall have the right to be heard in person, and may at their expense, be represented by a person of their choice.
- g. The decision of the Appeal Committee is binding on all parties.

1.18 Expulsion

- a. Expulsion of a member from the Club, following a proper hearing and recommendation of the Board of Directors, shall be accomplished at a Special Meeting. The President shall read the complaint and report the findings and recommendations of the Board of Directors or appointed Committee, and shall invite the defendant, if present, to speak on their 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.
- b. At the discretion of the Board, expulsion may also take place by mail-in or electronic vote consisting of 2/3 majority of all eligible voting members in favour of expulsion.
 - c. Proxy voting is not permitted.

1.19 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.

ARTICLE II - ORGANIZATION

2.1 Officers of the Club shall consist of the President, Vice President, Secretary and Treasurer. Officers shall be elected for a two year term at the Annual General Meeting in the years ending with an even number.

- a. **Duties of the President:** shall chair all Board, Special and General meetings of the club and shall have such duties and responsibilities as specified in these by-laws. Shall be an ex-officio member of all Club committees.
- b. **Duties of 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.
- c. **Duties of the Secretary:** shall be to keep a record of all Board, Special 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 special meetings, keep a roll of the current members of the club and carry out such duties as are prescribed in these by-laws.
- d. **Duties of 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.

2.2 Board of Directors shall consist of the Officers of the Club together with the immediate past president, obedience chair, conformation chair, and show chair(s).

2.3 Committees

- a. The Board may each year appoint standing committees to advance the work of the Club in such matters as Conformation Shows, Obedience Trials, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board.
 - i. **Standing Committees.** The Chairs of all standing committees shall be elected each year at the Annual General Meeting. The standing committees of the Club shall be those named to deal with:
 - a) show
 - b) obedience
 - c) conformation

- d) membership
 - e) public awareness
 - f) social media
 - g) education
 - h) social
 - i) building
 - j) library
 - k) sponsorship
- i. **Special Committees** may be elected at any regular or special meeting as circumstances dictate. When a special committee is no longer required, it will be terminated at a regular or special meeting by a majority vote of the members present.
- ii. **Termination of Committee Appointments.** Any committee appointment may be terminated by a majority vote of the members at a regular or a special meeting called for that purpose.

ARTICLE III - MEETINGS

- 3.1** Regular Meetings shall be held monthly except for the month of July.
- 3.2** Special Meetings may be called by the Board of Directors or three members in good standing. Only such business as indicated in the special meeting notice may be discussed at a special meeting.
- 3.3** Board of Director meetings may be called by any member of the Board of Directors.
- 3.4** For Regular, Special and Annual General meetings, seven members shall constitute a quorum.
- 3.5** The Annual General Meeting shall be held in conjunction with the April meeting. Any new officers elected shall take office at the May meeting.
- 3.6** Prior to the annual meeting each year, a nominating committee consisting of the president, immediate past-president and one member at large shall prepare a slate of candidates for the offices to be filled. Further nominations shall be accepted from the floor. Elections must be conducted by secret written ballot. Voting by proxy is not permitted.
- 3.7** Should a vacancy occur on the Board of Directors or any Standing Committee Chair, an election shall be held at the next regular meeting to fill such vacancy, provided such vacancy shall be for more than three months.
- 3.8** The secretary shall record attendance at all meetings.
- 3.9** All regular and life members shall be notified of all meetings, given time, date and place of said meetings by either mail or electronically (*preferred*). Such notice shall be only given once annually and will be provided to each member fourteen (14) days prior to the annual meeting. In case of a change of venue, all members shall be notified of such change. In the case of a special meeting, the business to be discussed shall be stated on the notice.

- 3.10** Each member shall provide a current address, telephone number and electronic address to the Membership Chair. Each member must provide changes to contact information immediately so all contact information is up to date. All Club correspondence will be either mailed or sent electronically (*preferred*) to the member's last known contact information.
- 3.11** The President or Chair of any meeting shall have no vote unless in the event of a tie. At election of Officers, the President or Chair shall vote with secret written ballot.
- 3.12** The order of business at all regular meetings shall be:
1. Call the meeting to order
 2. Roll call (to constitute a quorum)
 3. Reading of minutes of executive and the previous regular meeting and approval of same
 4. Reading of correspondence
 5. Report of the Treasurer
 6. Report of other officers or committees
 7. Old business
 8. New business
 9. Adjournment
- 3.13** Rules of order, as found in "Roberts' Rules of Order", shall govern meetings of the Club, so far as they are applicable, and not inconsistent with the provisions of these by-laws.

Article IV – Pledging or Binding of the Club

- 4.1** No officer, director, committee or member shall pledge the credit of the Club or bind the Club in any way except as authorized by a majority at a regular or special meeting of the Saskatoon Kennel & Obedience Club, Inc.
- 4.2** The Club shall have a separate and independent bank account in the name of the club.
- 4.3** All cheques drawn on the Club's bank accounts must bear the signature of any two of the president, secretary or treasurer.
- 4.4** The fiscal year shall be April 1 of one year to March 31 of the following year.
- 4.5** At the end of each fiscal year, the Treasurer's books shall be audited by two (2) members in good standing. A financial statement together with an itemized list of all the Club's properties and their locations must be presented to the membership.

Article V – Alteration of Constitution and By-laws

No alteration or repeal of this Constitution and By-laws shall be effected except at an annual meeting or a special meeting convened for that purpose and that proposed changes have been presented to each member in good standing at least twenty (20) days previous to being acted upon. Amendments to the constitution and by-laws must have two-thirds (2/3) vote of all eligible members. Proxies are not permitted. Amendments may be proposed by the Board or petitioned from the members.

Article VI –Dissolution

The Club may be dissolved at any time by providing to the Canadian Kennel Club written documentation signed by at least two-thirds 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 the club, nor any proceeds thereof, nor any assets of the club shall be distributed to any members of the club. After payment of the debts of the club, its property and assets shall be given to the Companion Animal Health Fund, University of Saskatchewan. If the Companion Animal Health Fund is no longer in existence, then all property and assets will be donated to the College of Veterinary Medicine, University of Saskatchewan.