



Constitution and Bylaws of the Saskatoon Kennel and Obedience Club Inc.

April 7, 2025

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OBJECTIVES

1. The name of the society is: THE SASKATOON KENNEL AND OBEDIENCE CLUB INC., herein referred to as the SKOC.
2. The objects of the society are the encouragement and development of purebred 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 purebred 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) conducting Conformation Shows (including ALT), Junior Handling (Obedience and Conformation), Obedience and Rally Obedience Trials and other events; and to hold Sanction Matches under the rules of the CKC.
 - g) encouraging improved breeding programs for purebred 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, herein referred to as the CKC.
 - i) affiliating or otherwise co-operating with the CKC 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.

SKOC's boundaries of operation are:

Beginning at Pike Lake travelling west on highway 766 to Delisle, then west and north on highway 673 to Asquith, east on highway 14 to highway 672, turn north following highway 672 to Highway 16, then continuing to Langham, east on highway 305 to Warman, east on highway 784 and highway 27, overland and overwater to Vonda, south on highway 671 to highway 5, west on highway 5 to highway 316, south on highway 316 to Clavet, west on Township Rd. 352 to highway 219, north on highway 219 to Saskatoon, west on Circle Drive to Valley Road (highway 762), then south on highway 60 to Pike Lake.

4. The Club is a non-profit organization that promotes responsible breeding of purebred dogs and ownership, as well as good sportsmanship.

BYLAWS

ARTICLE I – MEMBERSHIP

- 1.1 Membership shall be limited to persons interested in furthering the objectives of the Club's Constitution.
- 1.2
 - a) The membership year shall commence on April 1 and end on March 31. The membership year shall match the fiscal year.
 - b) New members that have joined prior to January 1st, must renew their membership by April 1st, to be in good standing with the Club.
- 1.3 Membership fees shall be fixed by a simple majority vote at a regular meeting.
- 1.4 **Membership Fees**
 - a) Membership fees shall be paid through the SKOC website, by cash or cheque. If payment is received by cash or cheque, these fees must include G.S.T. and shall be submitted to the Membership Chair. These fees are paid yearly and due by April 1st.
 - b) 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 (1) month in arrears by the Membership Chair. If a membership lapses, and the member wants to rejoin, they will have to follow the steps to rejoin as a new member.

- c) If a member has not paid their dues by April 1st, they will not be in good standing and thus will not hold any position in the Club or have voting or working member privileges, until their dues are paid within two (2) months or before June 1st.
- 1.5 Members can resign from the membership by sending written or electronic notice of resignation to the President and to the Membership Chair. 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, from the Membership Chair.
- 1.8 An individual must be a member for one (1) full year prior to being granted voting privileges.
- 1.9 Single, Family and Junior 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 and submitted in writing to the Membership Chair along with the appropriate membership fee, unless paying online. Membership shall be extended to individuals who wish to join the Club and who will uphold the Club's constitution and bylaws. Any applicant who has been rejected must be provided a reason and notification, in writing and within thirty (30) days of such rejection. The President shall provide the notification.

CATEGORIES OF MEMBERSHIP

1.10 Single Membership

- a) Shall be entitled to all privileges of the Club.
- b) Carries voting privileges after one full year of membership. 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 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 a regular meeting in January, February, March or April, or by the Annual General Meeting in April. 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 and hold office.
- d) Shall be entitled to all privileges of the Club.
- e) Shall not require a membership fee.

1.14 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 - Members
 - 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) Complaints – Executive
 - i. Where the complaint involves misconduct, misrepresentation or any breach of this Constitution and/or By-Laws by one or more members of the Board of Directors, written notice of the offence together with supporting evidence must be forwarded to the club Secretary by email, mail or registered mail and the club Secretary must immediately provide copies of the complaint to the Board of Directors.

- ii. If the complaint is in whole or in part against the Secretary or the officer that would normally receive complaints, then the complaint shall be forwarded to any member of the Board of Directors that is not listed in the complaint or any member in good standing, with full voting privileges.
 - iii. If the complaint is received by a member in good standing, with full voting privileges, the club will appoint a Special Committee that will consist of three (3) members in good standing, with full voting privileges to resolve the complaint.
 - iii. The Board of Directors or Special Committee shall respond to the complainant with resolution within thirty (30) days of receipt of the complaint.
 - iv. If the complainant remains unsatisfied and communicates dissatisfaction, in writing, to the club Secretary, a Special General Meeting shall be scheduled by the club Secretary where, by a majority vote of the membership present, the complaint will be deemed justified or disregarded.
 - v. If the complaint is deemed justified, resolution will be presented in the form of a Motion and the majority vote of the membership present shall rule.
 - vi. In the case 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.
- e) 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.
 - ii. The Committee must ensure that both the complainant and the defendant are treated fairly and in accordance with the rules of natural justice.
 - iii. The time, date and location of the Discipline Hearing shall be set by the Chair of the Discipline Committee.

- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.

1.15 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.

1.16 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 two-thirds (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 two-thirds (2/3) majority of all eligible voting members in favour of expulsion.
- c) Proxy voting is not permitted.

1.17 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 the CKC membership as imposed by The CKC's Discipline Committee. In such a case, the Membership Chair must be notified so as to update the membership list and the electronic list for emails.

ARTICLE II – ORGANIZATION

2.1 Officers of the Club

The Officers of the Club shall consist of the President, Vice President, Secretary and Treasurer. Officers shall be elected for a two (2) year term at the Annual General Meeting in the years ending with an even number. The President and Vice-President, together with one of the Secretary or Treasurer must be residents of Canada and members of the CKC in good standing.

a) Duties of the President

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

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. The Vice-President will continue these duties and responsibilities until the vacancy is filled.

c) Duties of the Secretary

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

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 The Board of Directors

The 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) Each year the Board may 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) rally obedience
- d) conformation
- e) membership
- f) public awareness, (Facebook and website)
- g) social
- h) building
- i) sponsorship

ii. **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.

iii. **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 (REGULAR, SPECIAL, BOARD OF DIRECTORS)

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 (3) 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 Quorum

For Regular, Special and Annual General meetings, seven (7) members shall constitute a quorum.

3.5 Annual General Meeting

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 Nominating Committee, Nominations and Proxy Voting

Prior to the annual meeting each year, a nominating committee consisting of the president, immediate past-president and one (1) 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 (3) months.

3.8 Attendance at all meetings shall be in-person. The secretary shall record attendance at all meetings.

If the Club deems it necessary to have a virtual meeting, the Board of Directors shall organize such meeting.

3.9 Meeting Notification

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 Member Contact Information, Deceased Member

- a) 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.
- b) When a member is deceased, the Membership Chair and the President or Secretary must be informed, so as to update the Club members with their obituary, and in order to update the membership list and the electronic email list.

3.11 Voting Tie

The President or Chair of any meeting shall have no vote unless in the event of a tie. At the election of Officers, the President or Chair shall vote with secret written ballot.

3.12 Order of Business

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

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 bylaws.

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 SKOC.
- 4.2** The Club shall have a separate and independent bank account in the name of the Club. The Club will only receive funds through the Club's website and by cash or cheque. The Club will only disperse funds through cash or cheque.
- 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 Fiscal Year**
The fiscal year of the Club shall commence on April 1 and end on March 31 of the following year. The fiscal year shall match the membership year.
- 4.5 Audit**
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.

- 4.6** The Club shall take all necessary steps to investigate and comply with Federal and Provincial Guidelines with respect to clubs and corporations.

ARTICLE V – ALTERATION OF CONSTITUTION AND BYLAWS

The Club shall maintain CKC recognition by adhering to the Policy set out by CKC and acknowledge that any changes to such Policy from time to time will supersede any contravention within this Constitution and/or Bylaws.

No alteration or repeal of this Constitution and Bylaws 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 bylaws must have two-thirds (2/3) vote of all eligible members at the meeting. 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 CKC 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 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.

APPENDIX A - THE CKC CODE OF ETHICS



THE CANADIAN KENNEL CLUB

CODE OF ETHICS

The Canadian Kennel Club is incorporated under the Animal Pedigree Act to be responsible for the registration, preservation and promotion of all CKC recognized breeds of dogs in Canada.

The Canadian Kennel Club is a national membership organization representing purebred dog activities. The Board of Directors of The Canadian Kennel Club is elected from the membership representing their regional zones and is responsible to that membership.

In order to achieve the goals and objectives of The Canadian Kennel Club, its members agree to adhere to the following principles:

- All members of The Canadian Kennel Club will comply with the By-laws, rules and regulations established by the Board of Directors of The Canadian Kennel Club and the requirements of the Animal Pedigree Act;
- All members of The Canadian Kennel Club will provide their dogs with appropriate housing, food and health care;
- All members of The Canadian Kennel Club will endeavor to enhance the role of the purebred dog in society as an essential member of its communities where it functions as a companion, a guardian, a healer, a hunter, a herder, a teacher and, above all, “man’s best friend”;
- In order to preserve and enhance each breed’s characteristics, The Canadian Kennel Club supports and encourages participation in shows, trials and other events. All members, whether they are exhibitors, handlers, judges or assistants will participate in such activities with honesty, fairness and integrity, ever mindful of the practice of “good sportsmanship”; Members shall not engage in any activity that might be considered malicious, threatening or constitute bullying, including but not limited to social media; [Board Motion #15-12-20]
- Except as provided in The By-laws of The Canadian Kennel Club, all members as breeders of purebred dogs, will include in their programs, only Canadian Kennel Club registered (or registerable) stock which will strengthen the genetic pool and, thus, guarantee further progression toward the ideals of the standard, keeping authentic records of their activities;
- All members of The Canadian Kennel Club will undertake the task of educating and encouraging all newcomers to the world of purebred dogs no matter their interest: pet-owner, exhibitor, trialer or breeder.