



## V. CLUB POLICY



**CLUB POLICY**  
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## V. CLUB POLICY

[Board Motion #52-09-14]

### A. General [Board Motion #27-12-16]

- (1) Any dog club may apply for recognition to The Canadian Kennel Club in accordance with this policy.
- (2) The Canadian Kennel Club may officially recognize any club applying for recognition provided it is formed and operating for the purpose of promoting breeds of purebred dogs officially recognized by The Canadian Kennel Club or those breeds of dogs listed in the Miscellaneous Class List as approved by the Board.
- (3) The Canadian Kennel Club has the right to refuse any application for club recognition.
- (4) The approval of a club to hold Canadian Kennel Club events is a privilege granted by The Canadian Kennel Club. At the sole discretion of The Canadian Kennel Club such privilege may therefore be suspended or terminated for refusal to comply with or violation of CKC rules, policies, or The By-laws.
- (5) A recognized club shall suspend from its Board of Directors, any person deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club.
- (6) A club seeking official recognition will be refused recognition, or, a club having already established recognition will be withheld from holding any show, trial, test, match, approved or sanctioned event held under The Canadian Kennel Club rules when it has a member of its Board of Directors who is deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club or if any similar action has been taken by any other registering body that is recognized by The Canadian Kennel Club.
- (7) When a club has been recognized by The Canadian Kennel Club, said recognition will remain in effect until the club has advised Head Office that it is disbanded or the recognition has been suspended or terminated by The Canadian Kennel Club, or the Discipline Committee, or recognition has lapsed due to non-payment of annual renewal fees within the period described in these policies and procedures.
- (8) Any club that is recognized by The Canadian Kennel Club and has not held a sanctioned or approved official event for a period of four (4) years will automatically have its status changed to a non-event holding club. For the purposes of this Section, Sanction Matches do not constitute an Official CKC Event. If the club is a National Breed Club, and it has not held a National Specialty in that four (4) year period, it will automatically lose its club recognition at the end of the four (4) year period when challenged by another club who wishes to become a national club. This temporary exception expires on December 31, 2023. [Board Motions #45-06-17, #04-07-21]
- (9) The Canadian Kennel Club encourages all clubs to be actively engaged in promoting and pcan be beneficial to the sport, individual fanciers, and the community at large. The Canadian Kennel Club requires that a club applying for recognition undertake educational and/or community involvement. With each annual renewal, an officially recognized club will state what educational projects and/or community involvement have been undertaken in the previous year by the club or its members.
- (10) The Board of Directors of a club shall be comprised of the Officers of the club (President, Vice-President, Secretary, Treasurer, or combined Secretary/Treasurer) plus Directors as required in these policies.

- (11) The Officers (President, Vice President, Secretary and Treasurer or combined Secretary/Treasurer) and Directors of all recognized clubs must be residents of Canada and three (3) of the Officers, including the President, must be Canadian Kennel Club Regular Members in good standing. The names and offices held by these members must be reported to The Canadian Kennel Club annually upon renewal of club recognition together with a copy of any changes to the current constitution and/or by-laws of the club.
- (12) A list of all Canadian Kennel Club recognized clubs complete with the contact information will be published on the CKC website.

**B. Types of Clubs** [Board Motion #14-12-16]

- (1) The following types of clubs are eligible to apply for recognition to hold approved Canadian Kennel Club events: All-Breed, Specialty, Obedience, Agility, Tracking, Field Trial and Test clubs, Miscellaneous listed breed clubs.
  - (a) All Breed Club – A club which serves the interests of all Canadian Kennel Club recognized breeds.
    - (1) An All-Breed Club must be a Local club. [Board Motion #19-03-19]
  - (b) Specialty Club – A club devoted to serving the interests of a particular breed or breeds. This may be a National, Regional, Provincial or Local club, or Branch club of a National club.
    - (1) A Specialty club must either be a Local, Provincial, Regional or National club that is working with one or more compatible breeds; one or more complete groups; or any one type or all activities. The activity for which the club would receive The Canadian Kennel Club approval would be limited to the breeds and/or activities which are spelled out in the constitution and name of the club.
    - (2) In order for a Specialty club to be recognized by The Canadian Kennel Club and maintain recognition, not less than seventy (70%) percent of the club's membership must own or have owned the breed as outlined in the club's constitution. Clubs must submit the required documentation with the application for The Canadian Kennel Club recognition, and may be required at any time to submit documents substantiating this requirement.
    - (3) National Clubs
      - (i) A club whose name includes the word "National", or "Canadian", or "of Canada", may apply for recognition, and if such recognition is granted, the club will enjoy no more privileges than those of any other clubs.
      - (ii) A National breed club must wait five (5) years from the date of recognition before proposing any breed standard amendment to The Canadian Kennel Club. [Board Motion #27-12-16]
      - (iii) Any National club applying as a non-event club will be rejected.
      - (iv) Membership of the club must be comprised of people involved with the breed from coast to coast.
      - (v) For National club status, the club shall have a Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer, or combined Secretary/Treasurer) and a

minimum of four (4) directors. Officers and Directors must be distributed across the country.

(vi) Provided there are always members of the Board of Directors (officers or directors) residing in at least three (3) regions, the directors of the club may be elected by the members residing in the region in which the director resides or at the national level. (For the purposes of this provision, the three (3) regions are:

- (1) All zones west of Ontario plus Yukon, Northwest Territories and Nunavut;
- (2) Ontario;
- (3) All zones east of Ontario.

(vii) The club may hold only one national event per year. If an annual National Specialty event is held, it may not be held in the same region on consecutive years, unless no other region makes a request for that event.

(viii) The club shall conduct nominations, elections and voting as prescribed in its bylaws.

#### (4) Branch Clubs

(i) A branch of a National club may apply on its own for recognition, and such may be granted by The Canadian Kennel Club providing that all requirements have been met as stipulated in Section D of this policy.

(ii) A letter of consent from the National club must be attached to the branch club's application.

(iii) A branch of a club wishing to hold events under its own name must be recognized before holding such events. A branch club of a National club may exist only with the consent of the National Club. If the branch is simply assisting the "parent" club, or acting as a sponsor for the parent club, official recognition is not needed. However, all credits will be given to the National club.

#### (5) Regional/Provincial Clubs

(i) A club recognized as a Regional or Provincial club shall have a Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer, or combined Secretary/Treasurer) plus a minimum of two (2) Directors. Directors must represent the provinces or Canadian Kennel Club electoral zones within that region or province. [Board Motion #39-12-18]

(ii) The Board members shall reside within that region and each Director shall reside in the province or zone they represent and shall be elected by those members residing in that area.

(iii) A Regional club should rotate its specialty biennially within that region.

#### (6) Local Clubs

(i) A Local Specialty club may hold only one conformation event per year and this event must be held in its area of operation.

- (ii) A minimum of two (2) club officers must reside within the club's area of operation.
- (c) Obedience Club – A club whose fanciers are interested in the Obedience aspect of the sport.
- (d) Tracking Club – A club whose fanciers are interested in demonstrating the dog's ability to recognize and follow human scent and to use this skill in the service of mankind.
- (e) Field Trial and Test Clubs – A club whose fanciers are interested in demonstrating their dogs' ability as hunting and working companions.
- (f) Miscellaneous Listed Breed Club – A club whose fanciers are devoted to serving the interests of a breed which is not officially recognized but is on the Miscellaneous List as a listed breed.
  - (1) A club applying for recognition under this section must be of a listed breed currently on the Miscellaneous Class List and shall comply with policies as described in Section B and D.
  - (2) An application received by Head Office from a club for a breed not on the current Miscellaneous List will be rejected.
  - (3) A club applying as a Miscellaneous Listed Breed club shall be eligible to represent one breed or similar listed breeds.
  - (4) A Miscellaneous Listed Breed club may hold any CKC events for the breeds and or activities which are spelled out in its constitution. [Board Motion #18-09-13]
- (2) The Canadian Kennel Club also recognizes clubs whose fanciers' principal interest is the advancement of purebred dogs and educating the community at large. Such clubs shall not be entitled to hold approved or sanctioned events and will be referred to as Non-Event or Rescue or Miscellaneous Breed clubs. A club seeking recognition as a Non-Event or Rescue or Miscellaneous Breed club must meet the policies in effect at the time of application.
  - (a) Non-Event Club – A club formed for purposes of promoting purebred dogs through educational activities, or, is formed as an association of clubs for the purpose of educating its members and protecting the sport.
    - (1) A club applying for recognition under this section is not eligible to hold approved or sanctioned Canadian Kennel Club events.
    - (2) A non-event club that wishes to hold approved or sanctioned Canadian Kennel Club events must be re-classified. In order for a club to be re-classified, it must apply to Head Office and shall comply with all the policies as described in Section B and D. The club must provide The Canadian Kennel Club with supporting documentation that re-classification is warranted and must state the type of events that the club proposes to hold.
    - (3) Approval may be granted to change the status provided that such change does not conflict with current event holding clubs.
    - (4) A club may only change status twice and may only be changed at the time of club renewal.



- (5) After being granted event-holding status, a club will be required to hold sanction matches as per the respective rule books prior to applying for an official Canadian Kennel Club event.
  - (6) If the status of a non-event holding club is changed to that of an event-holding club, the yearly renewal fee will be amended accordingly, and a certificate will be issued.
- (b) Rescue Club – A club whose fanciers’ efforts are to seek out and relocate lost, stray or abandoned dogs into new homes, or useful places in society.
- (1) A Rescue club must be endorsed by a National or a Regional/Provincial club for the breeds the club represents.
  - (2) A Rescue club may not change status and must comply with all the policies described herein.
  - (3) A Rescue club may participate in educational or fund-raising activities but shall not be approved to hold sanctioned or approved events.
- (c) Miscellaneous Breed Club – A club whose fanciers are devoted to serving the interests of a breed which is not officially recognized or is a listed breed but is on the Miscellaneous List.
- (1) A club applying for recognition under this section must be of a breed currently on the Miscellaneous List and shall comply with policies as described in Section B and D.
  - (2) An application received by Head Office from a club for a breed not on the current Miscellaneous List will be rejected.
  - (3) A club applying as a Miscellaneous Breed club shall be eligible to represent one breed or similar breeds from the Miscellaneous List.
  - (4) A recognized Miscellaneous Breed club shall within three (3) years of recognition have begun the process towards official Canadian Kennel Club recognition of that breed.
  - (5) Barring any unforeseen circumstances or conditions beyond the club’s control, should the process for official recognition not be commenced within the three (3) year period, the club’s status will automatically be reviewed by Head Office.
  - (6) A Miscellaneous Breed club may hold fun events; however, under no circumstance will it be permitted to hold approved or sanctioned events.

**C. Area of Operation**

- (1) The area of operation shall mean the geographical area in which a club has been granted permission by The Canadian Kennel Club to hold its events.
- (2) Local geographic and population factors play a major role in determining the “effective operating area” of a club. In densely populated areas there may be a need for more clubs than in sparsely populated areas.
- (3) All clubs must hold Canadian Kennel Club approved and sanctioned events within their area of operation.
- (4) Due to extenuating circumstances a club may be given consideration to hold events outside its area of operation. Requests for permission must be made to Head Office and

may only be granted after consultation with the Directors who are from the impacted zones.

- (5) A club's name should identify its geographic area in which the club holds its events.
- (6) Local Clubs: The area of operation for a local club shall indicate defining borders to the North, East, South and West. Clubs will only be asked to update the area of operation in the club's constitution as they make changes or request a change to the area of operation, or if they are a new club applying for recognition. [Board Motion #13-12-17]
- (7) Specialty Clubs:
  - (a) National – The area of operation shall include all of Canada.
  - (b) Regional – With the exception of Ontario, any geographic area larger than one single province shall be defined as a region.  
  
Ontario shall consist of two (2) regions: Ontario A – western boundary Manitoba/Ontario border; southern boundary from Sault Ste Marie along Hwy 17 to the Ontario/Quebec border to include Sudbury and North Bay and Ottawa.  
Ontario B – the remainder of the province.
  - (c) Provincial – The area of operation for a Provincial club shall be that of the province it represents.
  - (d) Local – Any area smaller than a province shall be called a Local club. No two (2) local clubs shall have the same area of operation for the same breed.

**D. Recognition of New Clubs** [Board Motion #33-12-20]

- (1) Prior to seeking Canadian Kennel Club recognition, a new club must demonstrate ongoing viability for a minimum period of twelve (12) months by establishing a record of meetings, elections, and activities. Documentation to this effect must be provided at the time of application.
- (2) A club seeking Canadian Kennel Club recognition must submit a completed application with all the pertinent documentation and the required fee to Head Office. A Junior Kennel Club will be exempt from the initial application fee.
- (3) The Canadian Kennel Club shall recognize only one National club for each breed. The same shall apply for Regional and Provincial breed clubs.
- (4) The following documentation must be provided at the time of application: [Board Motion #14-12-17]
  - (a) A copy of the Constitution and By-laws as set out in Section I.
  - (b) A list of the Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer, or combined Secretary/Treasurer) and Directors of the club (when Directors are required) including the addresses, e-mail, telephone numbers and Canadian Kennel Club membership numbers of the Officers of the club.
  - (c) A map showing the proposed area of operation (Local and Regional clubs only).
  - (d) A list of the current club members complete with addresses, e-mail and telephone numbers.
  - (e) Minutes of meetings, elections and activities held to date.

- (5) Where applications are received from more than one club representing the same breed, the CKC shall make a determination as to how the applications are to be dealt with. The CKC may decide that only one application will be processed, and the other applications returned to the applicant clubs, or it may decide that two (2) or more applications will be processed further. [Board Motion #27-03-21]
- (6) Once the completed application and all supporting documentation have been received by Head Office and providing that it meets with all requirements of policy, the club's name will be published for comment along with its area of operation and names of the club's officers.
- (7) A copy of the club's application will also be sent for comment to The Canadian Kennel Club Board Member representing the zone in which the club is located.
- (8) All comments received by Head Office objecting to the formation of the club will be forwarded to the applicant club for its response. The club must submit a response within forty-five (45) days.
- (9) Upon satisfactorily meeting all of the above requirements and approval given by the CKC, Head Office will notify the club in writing and a certificate attesting to its recognition will be issued. Upon receipt of written notification from Head Office, a club may apply to hold a sanctioned event providing that it meets the requirements of the respective Canadian Kennel Club rules.
- (10) A club whose application for recognition has been rejected will receive a written reason for the rejection. A twenty-five percent (25%) administrative charge will be retained by The Canadian Kennel Club for any rejected application.
- (11) A club shall not submit an application for a sanctioned event until such time as it has received formal notice of recognition.
- (12) Before applying to hold an approved Canadian Kennel Club event, newly recognized clubs shall demonstrate ongoing viability by establishing a record of sanction events, meetings, and activities. Documentation to this effect must accompany the club's first application to hold an approved Canadian Kennel Club event. [Board Motion #46-06-11]

#### **E. Disciplinary Sanctions**

- (1) The Discipline Committee may warn, reprimand, suspend or terminate recognition and levy reasonable costs of the investigation and the hearing, or take such other action as may be warranted in the circumstances, against any recognized Canadian Kennel Club dog club contravening the Canadian Kennel Club's By-laws, rules, regulations, procedures and policies.

#### **F. Internal Affairs of Clubs**

- (1) As set out in Chapter XI of the Policy and Procedures Manual, the Discipline Committee will not consider complaints alleging violation by a Canadian Kennel Club-recognized club or its principals of violation of its Constitution or By-Laws. On receipt of such a complaint, the complaint fee is to be refunded and the Complainant advised that the matter is not within the jurisdiction of the Discipline Committee.
- (2) The CKC will not adjudicate or involve itself in the internal affairs of clubs. It is expected that complaints involving internal affairs of clubs are handled by the club itself. [Board Motion #33-12-20]

#### **G. Reinstatement of Recognition**

- (1) Reinstatement Due to Non-Payment of Renewal Fees

- (a) Club recognition which has lapsed due to non-payment of renewal fees may be reinstated subject to the following:
  - (1) A request for reinstatement must be submitted in writing to Head Office.
  - (2) The letter requesting reinstatement must be signed by a club officer and be accompanied by a list of club officers.
  - (3) The appropriate renewal fee along with any arrears and late fees must accompany the request for reinstatement.
  - (4) A club that has not paid a renewal fee for more than two (2) consecutive years will be considered dissolved.

## **H. Renewal of Recognition**

- (1) Each year a club must renew its recognition at a fee to be determined by the Board of Directors.
- (2) A Change in Board of Directors form, along with a reminder notice, shall be posted electronically and during the months of September to December.
- (3) A club that does not renew with The Canadian Kennel Club by December 31 of each year will have its recognition automatically cancelled and will therefore not receive approval to hold approved or sanctioned events. Any previously approved events will be cancelled.
- (4) A club's recognition will not be renewed when it has a member of its Board of Directors who is deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club's Discipline Committee, or if any similar action has been taken by any other recognized registering body. Once the individual is replaced, recognition will be renewed.
- (5) A recognized club that has maintained continuous association with The Canadian Kennel Club for one hundred (100) years will be given Life membership and will not have to pay any dues for recognition. In honour of this achievement, a commemorative plaque will be presented to the club at the beginning of the year following the year in which it achieves Life membership status.
- (6) A club which does not pay its renewal fee by the deadline will be subject to an administrative fee. Upon payment of the renewal and administrative fee, an event may be held. Should the event be held without the payment of the fee, results will not be processed, and an insertion will be made in the Official Publication and/or electronic posting, stating that the club is not in good standing with The Canadian Kennel Club and results will not be processed until the status of the club is changed.
- (7) New Officers and Directors must be filed with The Canadian Kennel Club within thirty (30) days of an election or filling of a vacancy. Standard forms are available for this purpose from Head Office.

## I. Constitution and By-laws

All clubs recognized or seeking recognition from The Canadian Kennel Club must be governed by a constitution and by-laws providing for the orderly and democratic conduct of the club's business. A club may seek the assistance of The Canadian Kennel Club in developing a constitution and by-laws that meet these objectives and Head Office staff shall make every effort to provide that assistance when so requested.

The events for which the club would receive The Canadian Kennel Club approval would be limited to the events listed in the constitution or by-laws with the exception of any discipline that is open to all clubs for participation. [Board Motion #20-03-19]

The following requirements must be included in a club's constitution and by-laws:

- (1) Name and Objects
  - (a) A clause stating the name of the club and its area of operation.
  - (b) A clause indicating the objects and aims of the club.
  - (c) A List of Breed(s) within a specialty club. [Board Motion #31-03-17]
  
- (2) Membership
  - (a) Membership year.
  - (b) Eligibility.
  - (c) Types of memberships.
  - (d) Application for membership.
  - (e) Approval of membership.
  - (f) Termination of membership.
  - (g) Voting privileges.
  
- (3) General Meetings
  - (a) Annual General Meetings.
  - (b) Special General Meetings.
  - (c) Board Meetings.
  
- (4) Board of Directors
  - (a) The Board of Directors may be made up of officers of the club (President, Vice-President, Secretary and Treasurer or combined Secretary/Treasurer) plus regional directors. Please note that regional, provincial and national clubs must have directors as stated in this policy.
  - (b) Duties and responsibilities of officers of the club.
  - (c) Filling of vacancies.
  - (d) Term of office for officers and directors.

- (e) Directors to reside in the area they represent.
- (5) Finances
  - (a) Identification of officers who have signing authority.
- (6) Club Year, Voting, Nominations, Elections
  - (a) Club Year – fiscal year.
  - (b) Voting requirements.
  - (c) Conduct of elections.
  - (d) Nomination process.
- (7) Committees
  - (a) Appointment of committees.
  - (b) Termination of committees.
- (8) Discipline
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  - (b) Filing of complaints against members and complaint process.
  - (c) Hearing of complaints.
  - (d) Procedure for expulsion of member.
  - (e) Appeal process. [Board Motion #93-03-22]
- (9) Amendments
  - (a) Voting requirement for amendments to constitution and by-laws.
  - (b) Process for proposing amendments to constitution and by-laws.
- (10) Dissolution
  - (a) Procedure to be followed for dissolution.
  - (b) Disposal of club assets upon dissolution.
- (11) Rules of Order
  - (a) Provision should identify applicable rules of order.

**APPENDIX 1 – Sample Club Constitution and By-Laws** [Board Motion #17-12-20]

**[Note: This is a “*sample only*” and provincial legislation may impose additional requirements.]**

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- O. Dissolution
- P. Rules of Order

## SAMPLE CONSTITUTION & BY-LAWS

### A. NAME, AREA OF OPERATION, AND OBJECTS

(1) Name

- (a) Clause stating the name of the club and its area of operation.

The name of the club may reflect the area in which the events will be held.

EXAMPLE 1

Tracking Club of Prince George

EXAMPLE 2

Clumber Spaniel Club of Eastern Ontario

(2) Area of Operation

- (a) The area of operation for the club must be defined. Indicate if applying for National, Provincial, Regional, or Local status.

The area of operation for a Provincial or National club is automatically defined. Regional and Local clubs must define the area of operation with designated cities/towns, rivers, highways, lakes or county lines, or provinces, if appropriate.

EXAMPLES:

- South to Lake Ontario, West to Hwy 25, North to the City of Barrie, ON, East to the City of Belleville, ON
- City of Prince George, BC
- East to the Quebec Border, South to Lake Ontario, West to Belleville ON, North to Ottawa, ON

(3) Objects (*The club must list the type of CKC events that it intends to hold in this section*).

- (a) Clause indicating the objects and aims of the club:

The NAME OF CLUB will be a non-profit club.

The objects and aims of the club shall be:

EXAMPLES OF OBJECTS:

- Encourage and promote purebred dogs.
- Encourage and promote Alaskan Malamutes.
- Encourage respect and ethical sportsmanship to others and the ethical treatment of dogs in general.
- To encourage and urge members and breeders to accept the standard of their breed as approved by The Canadian Kennel Club (CKC).
- To encourage and educate Judges or prospective Judges.
- To hold CKC Conformation show, Obedience Trials, Rally Obedience Trials, and other performance events as approved by the CKC.

**Note:**

- The events listed must be based on the type of recognition being sought, as well as the purpose of breed.



EXAMPLES:

- Conformation, Obedience, Rally Obedience, Tracking, Agility, Draft Dog.
- FIELD TRIAL CLUBS: Can be inclusive of Field Trials and Hunt Tests (Spaniel, Retriever), Beagle Field Trials, Pointing Field Trial or Tests. Field Trial clubs are not eligible to hold Conformation shows.
- The events must be included in the Constitution. If a club wishes to hold an event that is not currently listed in its Constitution or By-laws, the club will have to contact the CKC for further information.
- SPECIALTY CLUBS: Specialty Clubs can be a single breed or group. The breeds must be listed.

EXAMPLES:

Clumber Spaniels, or All Breeds in Group 5 (Toys) as designated by the CKC.

**Breed Standards:** (Information Only)

For the procedure on modifying breed standards, see Procedure RG002 "Proposed Changes to A Breed Standard" under Chapter 4, Registration, of the Policy & Procedures Manual.

**B. MEMBERSHIP**

(1) Membership Year

EXAMPLE: Calendar year, January – December

(2) Eligibility

EXAMPLES:

- Eighteen (18) years or older.
- In good standing with the CKC.
- Have a vested interest in the type of breed.

(3) Types of Membership (each type should be defined)

EXAMPLES: Regular, Associate, Junior, Honorary, Life, etc...

(4) Application for Membership

EXAMPLE:

- Membership application to be completed and forwarded to Secretary with appropriate fee.
- Membership application to be completed and submitted on-line to: \_\_\_\_\_

(5) Approval of Membership

EXAMPLE:

- Application will be forwarded to the Board of Directors.
- Application will be added to the next agenda for the next club meeting.
- Must be voted on and approved by 2/3 of the membership in attendance at the meeting.

***The following statement must be included in every constitution:***

*"An applicant whose membership application has been rejected/denied will be provided with a reason for such rejection/denial, in writing, within 30 days of the decision."*

(6) Termination of Membership

EXAMPLES:

- Lapsed membership dues 30/60/90 days.
- After first day of the fiscal year.

Clubs must include a statement indicating the following:

*“Any member who is suspended, debarred, expelled or deprived from the privileges of the Canadian Kennel Club shall, without notice, be suspended from the privileges of this club for a like period.”*

(7) Voting Privileges

The club must indicate the requirements to be a voting member if not all members can vote.

EXAMPLES:

- After one (1) full year of being a member in good standing.
- Once approved as a specific type of member.
- No voting privileges if a member has not paid their dues as of the date of any meeting or has been suspended.

**C. OFFICERS/BOARD OF DIRECTORS/EXECUTIVE**

(1) Officers

- (a) Club Officers and their responsibilities must be listed in this section.
- (b) For the purpose of the CKC the club officers are: President, Vice President, Secretary and Treasurer.
- (c) Only the position of Secretary and Treasurer can be combined as Secretary/Treasurer.
- (d) A club officer cannot also be a regional director.
- (e) A minimum of three (3) club officers, one (1) of which must be the President, must be CKC members.
- (f) For local clubs, a minimum of two (2) club officers must reside in the club’s area of operation.
- (g) Clubs may include other positions such as regional director, show/trial chair, and past president as part of the club Executive/Board, and it must be indicated.

EXAMPLE:

- The Officers of the club shall be the President, Vice President, Secretary, Treasurer, or combined Secretary/Treasurer.

(2) Board of Directors/Executive

There must be a statement that defines the club’s Board of Directors/Executive. It must include a President, Vice-President, Secretary and/or Treasurer.

EXAMPLE:

- The Board of Directors shall be comprised of the officers of the club, the regional directors, and the past president or show chair.

(3) Duties and Responsibilities

This section should list each position on the Board and the duties and responsibilities that go with it.

EXAMPLES:

- PRESIDENT – presides at all meetings, calls special meetings of the Board, ensures club constitution and/or by-laws are up to date and adhered to. Any other duties that the club deems applicable to the office of the President.
- VICE PRESIDENT – will take over the duties of President and exercise the powers of the President in case of absence, resignation/vacancy, or incapacity. Is responsible for coordinating all official club events.
- SECRETARY – will be responsible for all club correspondence as directed by the President/or Board of Directors, notifies the membership of meetings, responsible for notices regarding discipline proceedings.
- TREASURER – will collect and receive all monies paid to the club and be responsible for deposits to the designated bank account in the name of the club.

(4) Vacancies

The club must include a clause regarding how vacancies on the Board of Directors will be filled.

EXAMPLES:

- The Vice President will automatically become the acting President should the position of the President become vacant.
- Vacant positions, other than that of the President, will be appointed by the Board by a 2/3 majority vote.
- Vacant positions, other than that of the President, will be appointed at the next general meeting by a 2/3 vote of the members.

(5) Term of Office

The club must include a clause regarding the term of office for each elected and appointed position.

EXAMPLES:

- The term of office for all club officers and directors shall be for a period of two (2) years.
- Members can only hold the same position for two (2) consecutive terms.

**D. NOMINATIONS**

- (1) The club must detail how nominations are to take place.
- (2) Will there be a nominating committee? How will the committee be appointed?
- (3) Will the nominating committee be a specific type of member or are all members eligible to be on the committee?
- (4) Will nominations be taken at a meeting, in writing, or electronically or all options?

## E. VOTING

The club must detail who is eligible to vote and the quorum for all votes.

### EXAMPLES:

- Only those members in good standing with the club are eligible to vote.
- The quorum for all votes shall be 2/3 of the members present at a meeting.
- The quorum for all votes shall be majority of the votes based on ballots returned.

## F. ELECTIONS

- (1) The club must indicate the details of elections for officers and directors.
- (2) Will the election be conducted by secret ballot, by a show of hands, via e-mail?
- (3) Will the election be held at the AGM each year or a General Meeting?
- (4) What determines a person being declared as elected? Majority of votes?
- (5) Will all positions be elected in the same year or alternating years?
- (6) When will ballots be sent to members?

### EXAMPLES:

- The positions of President and Secretary will be elected in even number years and the positions of Vice-President and Treasurer will be elected on odd number years.
  - All club officers will be re-elected every two (2) years.
- (7) There must be a clause indicating that in the event of a tie, a revote must be cast until such time as there is a declared winner.
  - (8) There must be a clause indicating the steps that will be taken if a declared winner does not accept the position.
  - (9) Vacancies should be covered under the heading of VACANCIES.

## G. MEETINGS

The club must list the types of meetings that will be held, who can attend, whether the meetings can be held via teleconference or electronically, and quorum for all meetings.

- (1) Annual General Meeting

### EXAMPLES:

- After the National Specialty; the month of \_\_\_\_\_ etc.
- Will be held in the month of \_\_\_\_ each year at a location to be selected by the Board. Members will be notified a minimum of three (3) months in advance of the date.

- (2) Special General Meeting

Can be called by whoever is designated by the club along with the procedure for doing so, including timelines.

- (3) Board Meetings

How often will meetings be held? Where? What notice is required and from whom? How will the notice be sent?

(4) Quorum

Include what the quorum should be for each of these meetings.

## H. FINANCES

The club must indicate the fiscal year of the club and who the signing authorities are for the club. There must be at least two (2) signing authorities, and they should not reside in the same household. There must also be a clause indicating that no officer or director, or member of club shall receive any remuneration for his/her services.

EXAMPLES:

- The fiscal year for the club is May 1 to April 30 (it could be January to December).
- Club cheques shall be signed by the Treasurer and one (1) of the following: President, Vice-President, or Secretary.

## I. CLUB YEAR

If the club year is different from the fiscal year (i.e., re membership, etc.) then it must be indicated. If it is the same, then it should indicate that the club year is the same as the fiscal year.

## J. COMMITTEES

(1) Appointment of Committees

- (a) If there are any Standing Committees, they should be noted here along with their responsibilities. If there are no Committees, then there could be a clause indicating that the Board has the right to appoint Ad-hoc Committees.

EXAMPLE: The Board, at its discretion, may appoint Standing Committees by a majority vote in order to further the interests of the club in the area of elections, events the club is recognized to hold, discipline and membership and any other project that may require the resources of a committee.

(2) Termination of Committees

- (a) If there are Standing or Ad-hoc Committee, there must be a clause which allows the Board to terminate the committee once the requirements have been fulfilled.

EXAMPLE: The Board, with a majority vote, may terminate any committee formed for the above purpose once the committee has fulfilled its purpose.

## K. DISCIPLINE

Clubs are required to detail their internal disciplinary process. How a complaint is filed, the process it goes through, when and where complaints are heard, who will hear the complaint, and how the decision will be rendered. Clubs must include the following statement:

*“Any member who is suspended, debarred, expelled or deprived from the privileges of The Canadian Kennel Club shall, without notice, be suspended from the privileges of this club for a like period.”*

(1) Complaints

Clubs must detail how a complaint should be filed. It should include where the complaint is to be sent, who will be the administrator of complaints, the steps taken in the complaint process, and time frame. Who will hear a complaint must be included and how they are appointed.

EXAMPLES:

- Any member may file a complaint against another member of the club for misconduct of the club, constitution and or club code of ethics.
- Complaints must be filed in writing and forwarded to the Secretary of the club.
- The Secretary will notify the defendant of the complaint and the procedures within thirty (30) days of receipt of the complaint.
- Both the complainant and defendant will be provided with a date and time of hearing of the complaint a minimum of thirty (30) days before the complaint will be heard/considered.
- Both the defendant and complainant shall have the right to attend the hearing and to present any evidence.
- The Secretary shall inform both the complainant and defendant of any decision in writing within thirty (30) days of the hearing.

(2) Hearing

The procedures for hearings must be detailed and the order in which the complaint will be heard.

EXAMPLES:

- Call to Order, Chair Opening Remarks, Complainant, Defendant, Questions, Deliberations.
- Both the complainant and defendant shall be treated fairly and without prejudice.

**L. EXPULSION**

(1) Clubs must detail how a member might be expelled from the club.

(2) Clubs must include a clause that indicates that the details as to why a member is being expelled, who was involved in the decision, and the decision itself must be provided to the individual within thirty (30) days of a decision being made.

EXAMPLES:

- Expulsion of a member can only be accomplished by calling a Special General Meeting.
- Expulsion of a member is decided by a 2/3 vote of the members present at the meeting.

**M. APPEAL PROCESS**

Clubs are required to detail their internal disciplinary process. How an appeal is filed, the process it goes through, when and where appeals are heard, who will hear the appeal, and how the decision will be rendered.

(1) Appeals

Clubs must detail how an appeal should be filed. It should include where the appeal is to be sent, who will be the administrator of appeals, the steps taken in the appeal process, and time frame. Who will hear an appeal must be included and how they are appointed.

EXAMPLES:

- Any person subject to any decision arising out of a complaint filed through a club's internal disciplinary process may file an appeal.
- Appeals must be filed in writing and forwarded to the Secretary of the club.
- The Secretary will notify the respondent of the appeal and the procedures within thirty (30) days of receipt of the appeal.
- Both the appellant and respondent will be provided with a date and time of hearing of the appeal a minimum of thirty (30) days before the appeal will be heard/considered.
- Both the appellant and respondent shall have the right to attend the hearing.
- An appeal hearing must not be a retrial but rather a hearing to determine whether or not there is just cause to overturn the finding of the decision-making committee. Arguments presented

by the parties to the complaint during the appeal process should, therefore, be limited to this aspect.

- The Secretary shall inform both the appellant and respondent of any decision in writing within thirty (30) days of the hearing.

## (2) Hearing

The procedures for hearings must be detailed and the order in which the appeal will be heard.

### EXAMPLES:

- Call to Order, Chair Opening Remarks, Appellant, Respondent, Questions, Deliberations.
- Both the appellant and respondent shall be treated fairly and without prejudice.

## **N. AMENDMENTS**

Clubs must include a statement that amendments to the constitution and/or by-laws will be forwarded to the CKC Shows and Trials Division within thirty (30) days of being passed.

Clubs must detail how amendments to the constitution and/or by-laws are dealt with.

### EXAMPLES:

- Any member can propose amendments to the Constitution and By-Laws by forwarding the proposal to the Secretary in writing.
- All proposals will be accumulated and included in an agenda.
- Amendments can only be made at a General Meeting and must be voted on.
- The Secretary will prepare ballots to be mailed or sent electronically to the general membership. Ballots must be returned by a specified date.
- Amendments to the constitution and by-laws require a 2/3 vote of the general membership present.
- Amendments to the constitution and by-laws require a 2/3 majority vote of the ballots received from the general membership.

## **O. DISSOLUTION**

Clubs must include a clause that details the steps involved if the members choose to dissolve the club. Clubs must provide the CKC with a copy of club Minutes where it was voted to dissolve the club, the number of votes in favour and not in favour of dissolution, a list of all members with the signatures of the members that voted in favour of dissolution.

Clubs must include the following statements:

- (1) The club may be dissolved at any time by a 2/3 majority vote of members of the club.
- (2) No property, assets of the club, nor any proceeds thereof shall be distributed to any members of the club.
- (3) After all payment of debts of the club, its property and remaining assets shall be donated to a charitable organization for the benefit of dogs.

## **P. RULES OF ORDER – ORDER OF BUSINESS FOR MEETINGS**

Clubs must add a statement indicating that all meetings will be conducted in accordance with recognized rules of order, such as Robert's Rules of Order or Code Morin (les Procédures des Assemblées Délibérantes). [Board Motion #11-09-21]

- (1) Roll call
- (2) Approval of Agenda
- (3) Reading of Minutes of Last Meeting
- (4) Reports from Executive
- (5) Committee Reports
- (6) Election of New Members

- (7) Unfinished Business
- (8) New Business
- (9) Notice of Next Meeting
- (10) Adjournment



## **APPENDIX 2 – Guidelines for Resolving Dog Club Issues [Board Motion #22-12-17]**

The Canadian Kennel Club (CKC) works with 700 clubs including 280 breed clubs, all dedicated to advancing purebred dogs and their sport. These clubs are recognized by the CKC and are governed by their own Constitution and By-laws. Their members work together to serve the best interests of purebred dogs and their members.

Generally, the officers and directors of these clubs administer the club's By-laws and the operational functions of the club in a fair and open manner. Given the passions and competitive spirit of the sport, it is inevitable that issues and disputes arise.

Club members must keep in mind that clubs are made up of volunteers who may not have the administrative expertise to properly run the club or may have encountered personal issues that prevent them from doing so. Understanding these limitations is very important in resolving any conflict.

Every club has a right to enforce its By-laws and every member of that club has a right to be treated in a fair and just manner.

These guidelines are to assist clubs and their members in resolving these disputes, and protect clubs and their members from angry and personal emotional arguments that don't focus on the facts.

### **Common Issues**

These are some of the more common issues:

#### **Election of Officers and Directors**

- Failing to meet dates for nominations or ballots being sent out;
- Members not given adequate notice of election;
- Dues not paid or not received on time or cheque not cashed causing the good standing of a nominee to be questioned.

#### **Application for Membership**

- Application for membership rejected with no reason provided.

#### **Disciplinary Procedures**

- By-laws are silent on handling disciplinary procedures and complaints;
- Conflict of interest by those hearing a complaint;
- Rules of natural justice not followed;
- It becomes a public trial.

#### **Breed Standards**

- Voting done contrary to the club's By-laws.

#### **Meetings**

- Failing to meet in accordance with the club's By-laws.

### **Suggestions for Resolving Issues**

#### **(1) Carefully read the club's By-laws**

- (a) A careful reading of the club's By-laws will give you your answer.
- (b) If you do not have a copy, write to the club and request one from the club secretary. If the club does not have one, write to the CKC and include a copy of your request to the club.

#### **(2) Stay with the facts, don't let it get personal**

- (a) Getting personal doesn't accomplish anything, stay with the facts and avoid personal opinions or attacks.
- (b) Having mutual respect for each other's viewpoint has a higher degree of arriving at an agreeable mutual solution.

- (3) Write to the club officers
  - (a) Put your concerns in writing; this avoids the “she said, he said” that can occur in face-to-face conversations or telephone calls.
  - (b) By putting it in writing, your communications remain clear and establish a record of what has been said.
  - (c) Substantiate your facts; avoid third party hearsay.
  - (d) For the protection of all concerned, keep it private between you and the officers of the club.
  
- (4) If there is an impasse, consider mediation or arbitration from professional third parties
  - (a) When issues remain unresolved or the By-laws are unclear, consider introducing a by-law amendment. This can avoid future repetitions of the same problem.
  - (b) Consider asking for help from professional mediators or arbitrators; they exist to help resolve disputes.
  - (c) Remember if you hire a lawyer to litigate, you may bear the full cost. Always try to exhaust all avenues first.
  
- (5) CKC Discipline  
The CKC will not get involved in internal club disputes. If there is a violation of CKC By-laws, rules or policies, you may file a complaint with the CKC. Remember, you must have the facts and state which by-law, rule or policy was violated.

#### Conclusion

Most clubs do a very good job of governing themselves and resolving their own problems. We hope that these guidelines can help you avoid unnecessary conflict. If you have additional questions or concerns, please feel free to call us.