



CKC Club Relations FAQ & Info

August 2026

Welcome to the CKC Club Relations FAQ & Info!

This publication is designed specifically for clubs and club executives as a tool to address the most frequently asked questions we receive, as well as offer some interesting ideas for clubs moving forward.

Sanction Matches

When will a club be approved for a new event and see this event type in its portal?

Once a club has completed the required sanction matches, it may submit an Event Date application for an official CKC event. A Shows & Trials Event Specialist will review the sanction matches to confirm compliance. After the Event Date application has been approved, the new event type will be added and will appear on the CKC website and in the club's portal under "Approved Event Types."

Reminder: Sanction match applications must be received by head office at least 60 days before the match date. Each event's rule book outlines the required number of matches and timing. For a quick overview of all events, refer to our [Events Timeline](#).

Volunteers and Mentoring

A club is a community of like-minded people. Engagement and mentoring strengthen that community and build a volunteer base. Are you helping train and support future leaders? Start early by inviting new members onto committees, sharing Board knowledge, welcoming questions, and encouraging open communication so everyone feels involved and ready to lead.

Bylaws and Constitutions

What is the difference between a constitution and bylaws?

Constitutions and bylaws are both governing documents, and follow a hierarchy. When both are used, the constitution takes precedence over the bylaws, and the bylaws must not conflict with it.

A constitution typically outlines the organization's name, purpose, head office, Board and officer structure, meetings, fiscal year, membership and amendment process. For organizations that are incorporated, these details are often included in the articles of incorporation, so they usually have bylaws only, which rank below the articles. If both documents are used, the constitution should be brief and more difficult to amend.

Bylaws set out the club's operational and governance rules, including how it functions day to day, such as officer elections and meeting frequency. Most modern organizations do not need both documents and can combine all rules into one. Organizations that use bylaws only should include constitutional matters in that single document.

Robert's Rules prefers a single governing document (bylaws), although all models are acceptable.

Standing vs Ad Hoc Committees

The main difference between an ad hoc committee and a standing committee is their purpose and length of service.

- A standing committee is permanent and is established by a club's board or membership to oversee a specific area of club operations. It manages recurring, essential and ongoing responsibilities, such as finance or event planning, and provides continuity and long-term oversight. Most committee work is handled by standing committees, which may be included in a club's bylaws. These committees typically meet on a regular schedule.
- An ad hoc committee is temporary and is created through a specific motion, resolution or Board mandate to address a particular issue or project outside regular day-to-day activities. It is formed for a defined or immediate task, such as elections or a bylaws review. When established, it should include a process for disbanding. Once its work is complete, the committee submits a report and is dissolved.

Minutes

Minutes are the club's official record of actions. They document proper procedures and bylaw compliance for historical and legal purposes.

Do's

Include the club's name, date, time, location, attendance and quorum. Keep minutes factual and objective, recording approvals, votes and action items accurately. For each action item, note the responsible person and deadline. Distribute minutes promptly to support accuracy and accountability.

Don'ts

Do not write a verbatim account. When members disagree, summarize the main issue rather than the full debate. Avoid emotional, subjective or opinion-based wording. Don't rely on memory; ask for clarification during or soon after the meeting.

Check out the [minutes template](#) on the CKC Club's webpage or find a template online that fits your club.

Pilot Project: 30-Day Event Application Deadlines

The Canadian Kennel Club has approved a reduced application deadline for **Sprinter, Chase Ability** and **Scent Detection** events held between **June 1 and October 31, 2026**. Event Date applications may be submitted up to **30 days** prior to the event date. Where applicable, Judging Panel applications must be submitted with the Event Date applications.

WE WANT TO HEAR FROM YOU! Does your club allow club members to enter your club's shows? Let us know by September 30 at clubrelation@ckc.ca.

This FAQ & Info publication will be produced in April, August and December each year, and posted on the CKC public website under the 'Clubs' tab on the 'FAQ' page. Is there something your club thinks we should talk about? Email clubrelation@ckc.ca with ideas!

