**SAMPLE CONSTITUTION AND/OR BY-LAWS**

**INSTRUCTIONS:**

This document has been designed in Word to make it easy for clubs to create a constitution that complies with CKC policy, while providing the ability to tailor it to individual club needs. Using this template is not required by CKC.

Once the document has been completed to the club’s satisfaction, simply delete this instruction page, and save. Final versions of the constitution and/or by-laws must be forwarded to CKC for approval with either the appropriate application or request for change.

Required sections and text are in black. Optional wording is in coloured text – clubs can choose from the ideas in blue, and also add text and delete text as they wish.

**These text boxes are for information purposes. Once you have prepared your document, simply hover over the box until you see then click and delete!**

****It is recommended that the text boxes and this instruction page are not deleted until the document is complete.

When using a portion of the coloured text, simply block it (left click the mouse at the beginning of the text, hold down the ‘shift’ key and left-click the mouse at the end of the text), then choose black from the font options in the menu at the top of the screen.



Then number the sections

 accordingly.

If there are any questions, please contact clubrelations@ckc.ca for assistance.

Enter the name of the club

Click or tap here to enter text.

**Constitution and/or By-Laws**

**Effective Date:** Click or tap to enter a date.

1. **Name**

The name of the club shall be Click or tap here to enter text.

hereinafter referred to as ‘the club’.

**Area of Operation – Be Specific!**

A radius is not acceptable.

National = All of Canada

Provincial = Specific Province

Where the Country or Province is not a boundary, provide geographical boundaries (example: following the west boundary of Highway 101 to Exit 13 at North Alton, then heading south along Highway 12 …)

1. **Area of Operation**

The club shall serve the area comprised of:

Click or tap here to enter text.

and shall be a Choose an item.

Click and choose from the drop-down menu

1. **Objectives**

The objectives and aims of the club shall be to:

* 1. Exhibit and encourage respect and ethical sportsmanship to others at all events held under the CKC Rules and Regulations and any other sponsored activity or function of the club.
	2. Hold the following CKC approved events including but not limited to Click or tap here to enter text.

Insert the event types the club is approved to hold

* 1. Require club members to accept the Breed Standards, as approved by The Canadian Kennel Club (CKC), as the only standard of excellence by which purebred dogs shall be judged in Canada.

Below are some additional ideas, depending on club type.

Number the options the club wishes to use and delete the remainder, and add or edit as the club wishes.

* Actively promote and participate in training opportunities
* Actively offer interaction with the community at large
* Encourage and educate judges or prospective judges
* Encourage respect and ethical treatment of dogs in general
* Promote and support responsible dog ownership
* Mentor new members in the various roles within the club to encourage club growth and foster a sense of community within the club
* Encourage, protect and advance the quality in the breeding of purebred dogs and to do everything possible to bring their natural qualities to perfection

Specialty breed clubs:

* Encourage and promote the [enter specific breed name if applicable]
* Liaise with our counterparts from Parent/National Breed clubs of other countries
* Encourage the organization of independent local [insert breed name] specialty clubs in those localities where there are sufficient fanciers of the [insert breed name] to meet the requirements of CKC
1. **Principles**

Click and choose from the drop-down menu

 4.1 The club shall be Choose an item. club.

4.2 The club shall take all necessary steps to investigate and comply with Federal and Provincial Guidelines with respect to clubs and corporations.

4.3 The club shall maintain CKC recognition by adhering to the Policy set out by CKC and acknowledge that any changes in such Policy from time to time will supersede contravention within this Constitution & By-Laws.

4.4 The club employs the use of electronic signatures, electronic mail, online bank transfers and virtual meetings as required and any reference to finance, correspondence or meetings in this Constitution and By-Laws shall be deemed to include these methods unless otherwise specified.

Delete if not applicable

**5. Membership**

 5.1 The membership year shall be: Choose an item.

Click and choose from the drop-down menu

 Click or tap here to enter text.

 5.2 Eligibility for Membership

(a) No person who has been expelled by the CKC or convicted of cruelty to animals shall be eligible for membership.

Choose/edit/add the terms of eligibility appropriate for the club, number them and delete the remainder.

* Application for membership in the club shall be received from individuals living in any location in Canada.
* Each applicant for membership must agree to abide by the Club’s Constitution and/or By-Laws.
* Application for membership in the club shall be received from individuals that currently own, previously have owned Click or tap here to enter text. or are enthusiasts of the breed.
* Application for membership will be considered from residents of countries other than Canada at the discretion of the Board of Directors.
* Application for membership shall be open to all those who are interested in the welfare and responsible ownership of dogs.

Choose/edit/add as appropriate for the club, number them and delete the remainder.

 5.3 Types of Membership

* Associate Membership: New members are automatically designated ‘Associate’ members for [designate period of time], at the end of which their membership automatically changes to Regular. Associate members pay dues but are not entitled to vote or hold office.
* Associate Members are required to volunteer at events held by the club as outlined in the application form.
* Breeder Members: Individuals over 18 years of age that have established themselves as breeders of [insert breed name] for a period of [enter period of time] and are dedicated to producing quality examples of the breed.
* Regular (Individual) Membership: Individuals over 18 years of age enjoy all club privileges including the right to vote and hold office.
* Household (Family) Membership: Two (2) adult members residing in the same household, each eligible to vote and hold office.
* Non-Resident Membership: Individuals who are not Canadian residents (or its territories and possessions) shall be entitled to all Club privileges with the exception of voting and holding office.
* Junior Membership: Open to children under the age of eighteen (18) years and may automatically convert to a regular membership at the age of eighteen (18) years. Junior members do not pay dues, but are entitled to all club privileges except for voting or holding office.
* Lifetime Membership: May be awarded by a majority vote of the club to individuals from among the membership who have made significant contributions to the club and the [insert breed name] breed. Lifetime members do not pay dues, but are eligible to vote and hold office.
	+ Honorary Membership: An individual who has made significant contributions to the sport, breed or club may be designated an Honorary Member by a majority vote of the membership. Honorary members do not pay dues and are not eligible to vote or hold office.

Here are some options. Consider where applications can be obtained, and online options for submission. Simply choose/edit/add, number them, and delete what does not apply.

5.4 Application for Membership

* Membership application and fees are to be completed and submitted to the club [insert online, via club website, via email, etc. and who receives it]
* Membership applications shall be made easily accessible to the public by way of [insert online, via club website, via email, etc.]
* Members may contact [contact information] for other information, alternate ways to submit an application, and/or alternative payment methods
* The application shall state the name and address of the applicant and their relationship with the [insert breed name] breed

Here are some options. Consider what applies for the Club, then simply choose/edit/add/delete what does not apply and number the final selection.

5.5 Membership Fees

* $[insert fee] per year for Individual membership or $[insert fee] per year for Household membership
* Membership fees will be reviewed and set annually by the Board of Directors at the AGM
* Membership fees are payable by the first day of the Club year. Any member who has not paid their membership fee sixty (60) days past the renewal date of the current year will be removed from the rolls and be ineligible to vote regardless of their previous membership type
* If any member is in financial distress, his/her/their fees may be waived by a majority vote of the Board on a case-by-case basis
* Membership fees shall not be prorated. If you become a member in a month other than the beginning of the Club year, membership fees shall be due again at the beginning of the Club year
* Membership fees shall be reviewed and revised as deemed necessary at the Annual General Meeting (AGM)
* The Treasurer shall collect and record the fees submitted
* At the beginning of the last month of the club year, the Treasurer shall send each Member a statement of fees for the next year

5.6 Approval of Membership

(a) [National Clubs] Membership is available to any individual related to the breed, unless that individual has been found guilty in a court of law of offences related to actions in direct contravention of the Policy, Mission Statement and Code of Ethics of the CKC and/or the club. Membership will be denied to those who have had CKC membership privileges suspended or terminated, or have been found guilty in a court of law on any charge relating to cruelty of animals.

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

Consider what applies for your Club, then simply choose/edit/add/delete and number the remainder. Keep in mind that timelines are critical. New applicants are anxious to become part of the Club!

* Applications shall be forwarded to the Board of Directors
* Applications shall be added to the agenda for the next Board meeting
* Applicant names shall be posted to private social media page for comment for a period of fourteen (14) days. If no objections are raised, the application will be deemed accepted
* Applications must be voted on and approved by a simple majority of (51%) of voting club members in attendance at the meeting
* An applicant whose membership application has been rejected or denied may not reapply for a period of twelve (12) months from the date of the rejection
* New members without immediate member objection shall be accepted but have a one-year probationary period. If the Board finds the applicant to be in violation of the Constitution and/or By-Laws of the club, or the rules, regulations and Policy of CKC, or conduct prejudicial to the best interests of the club or breed, their membership shall not be renewed
* New breeder members shall have the opportunity to apply to the club’s preferred breeder program after a three (3) month probation period

5.7 Termination or Suspension of Membership

(a) Any member suspended, debarred, expelled or deprived from the privileges of The CKC shall, without notice, be suspended from the privileges of this Club for a like period.

(b) Upon termination or suspension of membership, all records, property and related paraphernalia of the club shall be returned to a current club officer immediately.

Here are some options. Consider what applies for the Club, then simply choose/edit/add/delete and number the final selections.

* Resignation: Any member in good standing may resign from the club upon verifiable written notice to the Secretary, but no member may resign when in debt to the club. All materials belonging to the club must be surrendered in proper condition to the Secretary no later than ten (10) days after resignation of membership. Obligations other than membership fees are considered a debt to the club and must be paid in full prior to resignation
* Lapsing: A membership shall be considered lapsed and automatically terminated if such member’s dues remain unpaid sixty (60) days after the first day of the club year. If any member is in financial distress, the Board may grant thirty (30) days of grace to such members or waive the membership fee entirely by a majority vote of the Board on a case-by-case basis. In no case may a person be entitled to vote or hold office whose fees are unpaid.
* Suspension: Membership may be suspended as a result of discipline, as outlined in [insert section(s)] of this document. Membership fees shall not be refunded in such cases.
* Deceased: Any member who passes away shall be so recorded by the Secretary immediately and no further correspondence shall be forwarded to the address of record.

Who gets a vote in the Club? Be very clear with this decision.

5.8 Voting Privileges

* Regular (Individual), Household (Family) or Lifetime Members in good standing are entitled to vote.
* The absence of a voting member from three (3) consecutive meetings, unless excused by the Board, shall result in a membership status change from voting to non-voting. The Board shall consider all written requests for excusal with confirmed delivery receipts. There shall be no reduction in membership fees in such cases.

**6. Board of Directors**

 6.1 Officers

1. The officers of the club shall be the President, Vice-President, Secretary and Treasurer. The Secretary and Treasurer may be combined into one role.
2. The President and Vice-President and either the Secretary or Treasurer must be members of The Canadian Kennel Club in good standing.

(c) The club’s officers shall serve in their respective roles at both club meetings and Board meetings

(d) A club officer must not also be a club director

(e) Club officers must be residents of Canada.

National clubs: minimum 4 directors covering 3 regions

Regional/Provincial clubs: minimum 2 directors across region/Province

Clubs that do not require directors may delete this section.

6.2 Directors

(a) The club’s directors shall serve in their respective roles at both club meetings and Board meetings.

(b) A club director must not also be a club officer.

(c) The club shall maintain [insert number] or more director positions.

(d) Club directors must be residents of Canada and reside in the area they represent.

The club must clearly define which positions form the Board of Directors – is it Officers only? Officers and Directors together?

 6.3 Board of Directors

(a) The Board of Directors shall hereinafter be referred to as ‘the Board’, which shall be composed of [insert which positions form the BOD].

The Club may designate additional roles such as, but not limited to Past President, Regional Director and Show/Trial Chair and individuals in those roles may form part of the Board.

6.4 Duties and Responsibilities

Edit the individual roles to reflect the club’s requirements.

 (a) The President shall

* Preside at all club meetings and call Special Meetings of the Board. The President shall ensure the club’s Constitution and By-Laws are current and adhered to by all members of the club. Any other duties that the club deems applicable to the office of the President shall be assigned to the President. The President may delegate duties to the Vice-President and/or other members of the Board as required

(b) The Vice-President shall

* The Vice-President shall attend all Club meetings. The Vice-President shall assume the duties of the President and exercise the powers of the President in case of absence, resignation, vacancy, or incapacity. The Vice-President Is responsible for coordinating all official club events

 (c) The Secretary shall

* The Secretary shall attend all club meetings and be responsible for the club’s correspondence as directed by the President and/or Board of Directors. The Secretary shall:

(i) notify the membership of meetings;

(ii) keep a record of all meetings of the club and board;

(iii) record all votes taken, by mail or electronically;

(iv) notify new members of their membership status;

(v) notify officers and directors of their election to office;

(vi) keep a roll of the members of the club who are in good standing with their contact information and CKC membership numbers where applicable;

(vii) keep a record of all matters ordered by the club;

(viii) have charge of correspondence; and

(ix) issue notices regarding discipline proceedings

(d) The Treasurer shall

* The Treasurer shall attend all club meetings, 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. The financial records shall, at all times, be open to inspection by the board. A report shall be given at every meeting regarding the finances of the club and every item of receipt or payment not previously reported. At the AGM, an accounting shall be rendered of all monies received and expended during the previous fiscal year

(e) The Directors shall

* The Directors are members of the Board and shall attend all club meetings. The Directors shall make recommendations to the club as directed by their members and transact the business of the club as provided for in this document

Choose/add/edit what is appropriate for the club, number them and delete the remainder.

6.5 Execution of Documents

* The President or Vice-President, together with the Secretary, shall sign contracts, documents or instruments in writing requiring the signature of the club
* All contracts, documents, or instruments in writing so signed shall be binding upon the club without any further authorization or formality.
* The signing officers may, in all cases deemed necessary or useful, affix the corporate seal of the club
* Electronic signatures by the same combination of authorized signing authorities herein will be considered the same as if written signatures were provided in person

Choose/edit/add what is appropriate for the club, number them and delete the remainder.

6.6 Vacancies

* The office of a member of the Board shall automatically be vacated if:

(i) an Officer or Director sends a written resignation to the Secretary;

(ii) a resolution is passed by a majority vote of voting members that they be removed from office;

(iii) they are found by a court of law to be of unsound mind; or

(iv) they pass away

* The Vice-President shall automatically become the Acting President should the position of the President become vacant during the year
* Any Board vacancy, other than that of the President, occurring during the year shall be filled for the remainder of the position’s term by a majority vote of the Board
* An office shall automatically become vacant if the Board member is absent for more than two (2) meetings in a year, unless excused by the President
* Each retiring Board member shall turn over all properties and records relating to that office to their successor within 30 days after the election or on the date designated by the current Board

Choose/add/edit what is appropriate for the club, number them and delete the remainder. Alternating terms of executive will provide more consistency for the club.

6.7 Term of Office

* The offices of President and Treasurer shall have a term of [enter length of term] to begin and end on even numbered years
* The offices of Vice-President and Secretary shall have a term of [enter length of term] to begin and end on odd numbered years
* Directors shall be elected [enter by whom and for how long]
* Individuals may not hold office in perpetuity
* Executive members may not serve more than [enter number] terms.
* The term of office shall be for a period of [enter length of term] or until their successors have been elected
* Terms shall begin on the first day of [enter month] after the election is declared

7.1 needs to define who is responsible for nominations. Two examples have been provided – choose one, or create one to reflect the process of the club.

**7. Nominations**

7.1 A Nomination Committee shall be chosen by [majority vote of the membership or Board of Directors or ?] a minimum of [enter number of months] months before [enter event or time nominations take place]. The committee shall consist of [define number and criteria] voting members, all in good standing. The Nomination Committee shall designate one (1) member of the committee as Chair.

Consideration: The individual collecting the nomination forms should not be standing in the election.

 OR

 The Secretary shall provide the members in good standing with a nomination form a minimum of [enter number of months] months before [enter event or time nominations take place]. Nominations must be returned to the Secretary a minimum of [enter number of months] months before [enter event or time nominations take place]. Such deadline shall be clearly defined with a date and time when provided to the members.

7.2 The Nomination Committee shall nominate from eligible members one candidate in good standing for each Board position, whilst considering the regional requirements of Article 6.2, and shall procure acceptance in writing of each nominee so chosen. All nominees must have been club members in good standing for [enter required time] to be eligible for a position on the Board.

7.2 defines how the nominations are finalized. This is a continuation of process directly related to what has been outlined in 7.1 and will need to be edited accordingly. What has been provided here is simply an option that should be edited to reflect the process of the club.

 The Chair shall submit its slate of candidates to the Secretary, who shall [post, email] the list, including the full name of the candidate [and the province in which the person resides, if applicable], to each member of the club a minimum of [enter time limit] before the election.

 The Secretary must receive additional nominations of members in good standing, together with the nominee’s written acceptance, [via post, email] a minimum of [enter deadline] before the election. The Secretary shall forward the additional nominations to the Nomination Committee, who will confirm that the new nominations fulfill the requirements of Articles 5.3 and 6.2 and, if so, the additional nominations will be considered.

7.3 No person shall be a candidate in a club election who has not been nominated in accordance with this Constitution & By-Laws.

7.4 No person shall be a candidate for more than one position.

7.5 All documentation with respect to nominations shall be retained and stored for a period of two (2) years.

7.6 Nominations cannot be made in any manner other than as provided above.

**8. Voting**

8.1 A voting platform or method shall be defined by the [Board of Directors, Nomination Committee, Secretary – define who decides]. The club may employ an online platform for such purpose.

8.2 Only those members with voting privileges and in good standing with the club are eligible to vote.

8.3 Candidates with the majority of votes on the ballots returned shall be declared the winners.

8.4 If no valid additional nominations are received by the Secretary a minimum of [define deadline] before the election, the Inspector shall declare the slate of the Nomination Committee elected and no ballot shall be required. An email will be sent to the Board and Members to inform that the slate of the Nomination Committee is elected and no election will be required.

8.4 and 8.5 must be composed to align with whether it is a committee or the secretary managing nominations.

In this entire section, where text is blue, please edit to fit the club’s needs.

8.5 If one or more nominations of members in good standing are received by the Secretary a minimum of [enter deadline] before the election and the Nomination Committee deems that accepting a nomination shall still fulfill the requirements of Article 3.2, the Nomination Committee shall direct the Secretary to provide a ballot to any member eligible to vote, listing all of the nominees for each position [with the names of the provinces in which they reside if applicable]. Members must return the ballots to the Secretary [email, post] a minimum of [enter deadline] before the election. The Secretary shall forward the returned ballots to the Nomination Committee and the Committee Chair shall certify the results of the voting [define if this happens at a meeting or by communication type].

8.6 In the event of a tie, a revote shall be cast until such time as there is a declared winner. Such revote must be held in the same manner as the original vote.

8.7 If a declared winner does not accept the position and more than one other candidate was nominated for the position, there shall be a revote cast until such time there is a declared winner. If there was only one other nominee for the position, that person shall be declared elected. If there were no other nominees for the position, then additional nominees shall be accepted from those members in attendance. If only one person is nominated, that person shall be declared elected. If there is more than one person nominated, a vote will be cast until such time there is a declared winner.

8.8 All documentation pertaining to elections, including ballots, shall be retained and stored for a period of two (2) years.

**9. Elections**

 9.1 An election shall take place [insert how often and at what event/location].

This article must detail the exact procedure to be followed. Things to consider:

Online voting platform or by secret ballot? Does every eligible member get a vote or only those in person at the election?

For either choice the process has to be outlined in detail … for instance if a manual process is employed: the Secretary shall deposit one unmarked ballot in an unmarked envelope, inside an envelope marked with the address of the Secretary (or whoever will receive the votes), inside an envelope addressed to each member.

Who tabulates the votes? If the process is not automated, tabulation should be completed by more than one person at the same time, and should not be by the existing executive or anyone nominated. The membership needs to be assured that the count and results are accurate.

How are the results conveyed to the membership?

Be very specific with step-by-step process for this article.

Choose/edit/add as appropriate for the club, number them and delete the remainder.

**10. Meetings**

 10.1 Annual General Meeting

* The AGM shall be held [after/before the National Specialty and/or via teleconference and/or videoconference] as designated by the Board of Directors
* The AGM shall be held in [enter month] of each year on a date and time designated by [the Board of Directors].
* Notice of the AGM shall be [mailed or emailed or posted online] to all members by the Secretary [a minimum of time] in advance of the date

10.2 Special General Meetings

Choose/edit/add as appropriate for the club, number them and delete the remainder.

* Special Meetings may be called by the President or by the majority vote of the Board who are at a meeting of the Board
* Special Meetings may be called upon receipt of a petition signed by [number] club members who are in good standing sent to the Secretary
* Special Meetings shall be held [at such times and places or via teleconference or videoconference] as designated by the Board.
* Notice of Special Meetings, once approved by the President, shall be sent by the Secretary in advance of the date. The notice of the meeting shall state the purpose of the meeting and no other business may be transacted

Choose/edit/add as appropriate for the club, number them and delete the remainder.

10.3 Board Meetings

* Board Meetings shall be held [on the last Sunday of the months of January, April, September, and November at such times and places or via teleconference or videoconference] as designated by the President or by a majority of the Board.
* A Board Meeting shall be held immediately after any election.
* Notice of other Board Meetings shall be sent by the Secretary [via email a minimum of fourteen (14) days] in advance of the date.
* Members of the Board may also conduct other business, including disciplinary hearings, [in person or by teleconference or videoconference or electronic messaging]
* Items requiring a vote shall be put on the agenda of the next Board Meeting. If the President and Vice-President determine that a vote is needed before the next Board Meeting, it shall be voted on using [an electronic form]
* If a situation requires an immediate decision before a meeting of the Board is possible and the President is not available, an explanation must be communicated to the Secretary and President within [seven (7) days]

10.4 General Membership Meetings

* General Membership Meetings are held [define timing – how often, and how dates will be conveyed to the General Membership].
* General Membership Meetings will be held [virtually, in person, etc.]

Choose/edit/add what is appropriate for the club. It is advisable to keep the quorum criteria the same over all meetings. Consider percentages carefully to prevent a small number of members determining all outcomes (majority of 3 people present = quorum is 2? – not an equitable representation of the club members)

10.5 Quorum

* The quorum for the AGM shall be [percentage]% of the members in good standing
* The quorum for Special Meetings shall be [percentage]% of the members in good standing
* The quorum for voting at Board Meetings shall be a majority of the Board
* The quorum for voting in club elections shall be [percentage]% of the eligible voters

Choose from the drop-down menu

**11. Finances**

11.1 The financial year or Club year shall be Choose an item.

11.2 Financial signing authorities for the Club account shall be [define signing authorities]. Financial signing authorities must not reside in the same household.

If e-transfers are employed, build in a process to track authorizations

11.3 No Officer, Director, or member of the Club shall receive remuneration for service.

**12. Committees**

12.1 At its discretion, the Board of Directors may appoint Standing Committees by a majority vote to further the interests of the Club in the areas of, but not limited to, elections, events, discipline, membership, procurement and any other project that may require the resources of a committee.

12.2 At its discretion, the Board of Directors may terminate any Standing Committee by a majority vote when it is deemed that the Standing Committee has fulfilled its original purpose.

Choose/edit/add what is appropriate for the club in each subsection of 13, number them and delete the remainder. Be very specific with process – this section governs every aspect of conflict within the club.

**13. Conflict Resolution**

Any member who is suspended or terminated from the privileges of The CKC shall, without notice, be suspended from the privileges of this Club for a like period.

13.1 Complaints - Members

(a) Any member may file a complaint against another member of the club for alleged misconduct prejudicial to the best interests of the club or in contravention of this Constitution and By-Laws, or the Policy, By-Laws and Code of Ethics of CKC.

* Complaints must be filed in writing to the Secretary and accompanied by [a deposit of $100, which shall be forfeited] if such charges are not sustained by the Board or a Board appointed Committee following a hearing.
* The Secretary shall promptly send a copy of the charges to each Board member and/or present them at a Board meeting.
* The Secretary shall notify the defendant of the complaint and the procedures within [forty-five (45) days] of receipt of the complaint.
* The Board shall meet [in person or by teleconference or videoconference] to first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club
* If the Board determines that the charges do not allege conduct prejudicial to the best interests of the club, it may refuse to entertain jurisdiction. The Secretary shall inform the complainant and defendant of the Board’s decision.
* If the Board entertains jurisdiction of the charges, both the complainant and defendant shall be provided with a date and time of hearing of the complaint a minimum of [thirty (30) days] before the complaint shall be heard/considered. The Secretary shall promptly send one copy of the charges to the defendant by [registered mail] together with a notice of the hearing and an assurance that the defendant may personally or virtually appear in their defense and bring witnesses if they wish.
* A member who resigns while charges have been preferred against them or allows their membership to lapse during the fiscal year in which the charges were sustained may not apply for membership for a minimum period of [five (5) years] from the time of resignation or lapse or the end of any suspension, after which they may reapply for admission to membership according to the process outlined in Article 2.6, but with [five (5)] Club members in good standing as sponsors.

Who will hear the complaint? The individuals hearing the original complaint should not be the same as those hearing a potential appeal.

13.2 Hearing

* Disciplinary hearing may be conducted [in person or teleconference or videoconference].
* The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard.
* Both the complainant and defendant shall be treated fairly and without prejudice and have the right to attend the hearing and to present any evidence.
* The meeting procedures shall be Call to Order, Chair Opening Remarks, Complainant, Defendant, Questions, and Deliberations.
* Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board or appointed Committee may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the Club for [six (6) months] from the date of the hearing.

13.3 Decision

* Immediately after the Board or Board Committee has reached its decision, its findings shall be put in written form and filed with the Secretary.
* The Secretary, in turn, shall notify the complainant and defendant [in writing] of the decision, the reasons for the decision, who was involved in the decision, and any penalty. This must be provided to the complainant by way of [registered letter] and delivered within [thirty (30) days] of the decision being made
	1. Complaints – Executive
* 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, registered letter] and the club Secretary must immediately provide copies of the complaint to the Board of Directors.
* If the complaint is in whole or in part against the Secretary or the officer that would normally receive complaints, then where does it go or how is it dealt with?
* The Board of Directors shall respond to the complainant with resolution within [thirty (30) days] of receipt of the complaint.
* 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
* 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.

**14. Expulsion**

14.1Permanent expulsion of a member requires a Special General Meeting where *Section 13 – Conflict Resolution* is deemed insufficient.

14.2 Expulsion requires [enter percentage required] of the members present at the meeting.

14.3 The following are considered grounds for expulsion:

Choose/edit/add what is appropriate for the club, number them and delete the remainder.

* Any member found to be mistreating any animal.
* Any member found to be stealing or falsifying documents of any kind.
* Any member found guilty of not following the rules of an event put on by other clubs or groups

14.4 Notification of Expulsion

* Immediately after the Board or Board Committee has reached its decision, its findings shall be put in written form and filed with the Secretary.

Choose/edit/add what is appropriate for the club, number them and delete the remainder.

* The Secretary, in turn, shall notify the complainant and defendant, in writing, of the decision itself, the reasons for the decision, who was involved in the decision, and any penalty. This must be provided to the complainant by way of registered letter and defendant within thirty (30) days of the decision being made

Who heard the original complaint? The individuals hearing the original complaint should not be the same as those hearing an appeal.

**15. Appeal Process**

15.1 Any person subject to any decision arising out of a complaint filed through the Club’s internal disciplinary process may file an appeal. Appeals must be filed in writing and forwarded to [the Club Secretary]. The Secretary shall promptly send a copy of the appeal to each Board member and/or present them at a Board meeting.

15.2 An appeal hearing shall be scheduled within [thirty (30) days] of the receipt of the appeal. The complainant and defendant shall be provided with a date and time for the appeal hearing a minimum of [thirty (30)] days before the appeal shall be considered.

15.3 Both the complainant and defendant have the right to attend the appeal hearing, which may be conducted [in person or teleconference or videoconference].

15.4 This shall not be a retrial, but rather a hearing to determine whether there is just cause to overturn the decision. Arguments during the appeal process are limited to this aspect. After hearing the testimony presented by the complainant and defendant, the Board may, by a [majority vote of those present], decide to sustain or overturn the expulsion. The Secretary shall inform both the complainant and defendant of any decision in writing within [thirty (30) days] of the hearing.

Choose/edit/add what is appropriate for the club, number them and delete the remainder.

**16. Amendments**

16.1 Constitution and By-Laws

* The Club shall have the power to add, modify, and/or rescind items in the Constitution & By-Laws according to the process outlined below.
* Amendments may be proposed by the Board or by written petition addressed to the Secretary signed by 20% of the membership in good standing.
* All proposals shall be accumulated and included in an agenda for the next AGM.
* All proposals shall be emailed to each member a minimum of thirty (30) days in advance of the AGM.
* The Secretary shall prepare ballots to be emailed to the general membership. Ballots must be returned to the Secretary via email by a specified date.
* Amendments to the Constitution and By-Laws require a 2/3 majority vote of the ballots received from members in good standing.
* Amendments shall be forwarded to the CKC Shows & Trials Division within thirty (30) days of being passed.

16.2 Breed Standard [National Breed Clubs Only]

(a) Proposals for amendments to the Breed Standard by the Club must meet CKC Procedure RG002 – Proposed Changes to a Breed Standard.

(b) Only CKC members in good standing are eligible to vote on any proposed changes to breed standards.

**17. Dissolution**

17.1 Dissolution of the Club shall take place [insert criteria – examples: when there are less than four (4) members in good standing remaining, when there is written consent of not less than 66% of the members in good standing]. No property, assets of the Club, nor any proceeds thereof shall be distributed to any members of the Club. 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 – or – name of the organization has been designated].

17.2 The Secretary will notify The CKC in writing immediately of the decision to dissolve and include a copy of the Minutes from the meeting where dissolution was confirmed.

Robert’s Rules is the industry standard for rules of order, but this is the decision of the club

**18. Rules of Order**

18.1 The order of business at Club Meetings, so far as the nature of the meeting permits, shall be *Robert’s Rules of Order* as follows:

* Roll call
* Approval of Agenda
* Reading of Minutes of Last Meeting
* Reports from Executive
* Committee Reports
* Election of New Members
* Unfinished Business
* New Business
* Notice of Next Meeting
* Adjournment

Approval of Constitution and By-Laws by The Canadian Kennel Club:

[insert date of approval]

Approval of Constitution and By-Laws by Board of Directors of the Club:

[insert date of approval]

President: [type or print name]

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Secretary: [type or print name]

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Vice-President: [type or print name]

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Treasurer: [type or print name]

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