

V. CLUB POLICY

CLUB POLICY

TABLE OF CONTENTS

General....5:1
Types of Clubs....5:2
1. All Breed Club....5:2
2. Specialty Club....5:2
3. Performance Club....5:4
4. Field Trial and Test Club....5:4
5. Non-Event and Rescue Club....5:5
Area of Operation....5:6
Recognition of New Clubs....5:6
Constitution and/or By-laws....5:8
Challenge....5:8
Club Executive....5:8
Disciplinary Sanctions....5:9
Internal Affairs of Clubs....5:9
Renewal of Recognition....5:10
Reinstatement of Recognition....5:10
Appendix 1 –Club Constitution and/or By-Laws Table of Contents Guide....5:12
Appendix 2 – Guidelines for Resolving Internal Affairs of Clubs....5:14
Appendix 3 – Club Related Procedures....5:16
1. Change in Area of Operation....5:16
2. Change of Status/Type....5:16
3. Change of Club Name....5:16
4. Constitution Updates....5:17
5. Challenge....5:17
6. Branch Emancipation....5:17

V. CLUB POLICY

[Board Motion #52-09-14, #72-06-26]

A. General [Board Motion #27-12-16, #42-12-23, #190-09-24, #196-09-24]

(1) Any dog club may apply for recognition to The Canadian Kennel Club (also referred to herein as 'CKC') in accordance with this policy. The Canadian Kennel Club is not a direct party of any club, nor does it govern any club; rather remains an independent entity that provides official recognition to clubs that meet specified criteria and remain in compliance with the ideals and procedures outlined in 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 List or a breed that is registerable by a Breed Association in Canada recognized by Agriculture Canada as approved by the Board. The Canadian Kennel Club may also officially recognize any club applying for recognition where the sole focus is performance events inclusive of all dogs eligible for registration, provided the club is formed and operating in accordance with the Policy set out herein. [Board Motion #28-12-22, #34-05-23]

(3) Club recognition is a privilege granted by The Canadian Kennel Club. The Canadian Kennel Club may therefore suspend or terminate any club for refusal to comply with or violation of CKC rules, policies, The By-laws, or as it may be in the best interest of CKC and its members as defined in Section F [Internal Affairs of Clubs] of this Policy.

(4) When a club has been recognized by The Canadian Kennel Club, said recognition will remain in effect until the club has advised CKC 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.

(5) Any club that is recognized by The Canadian Kennel Club and has not held an approved official event for the period of time outlined in the official Rule Book for that event 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. Exceptions may be granted at the sole discretion of The Canadian Kennel Club where extenuating circumstances such as hardships, prolonged natural disasters or pandemics have occurred. Such circumstances must be of a nature that a prolonged status of dormancy would be reasonable to expect, and where CKC is satisfied there is definitive proof that alternative solutions were not available.

(6) Where electronic signatures are utilized, onus relies with the club to ensure electronic tracking is employed.

(7) Applications for club recognition where the club membership is comprised of clubs will not be accepted. [Board Motion #45-12-24]

(8) The Canadian Kennel Club encourages all clubs to be actively engaged in promoting the breeds recognized within its club in the community at large. The Canadian Kennel Club requires that a club applying for recognition undertake educational and/or community involvement. At any time, the Canadian Kennel Club may request an officially recognized club to provide educational projects and/or community involvement that has been undertaken in the previous year by the club or its members. Failure to comply may jeopardize the club's recognition and/or events.

(9) A list of all Canadian Kennel Club recognized clubs complete with the contact information will be published on the CKC website.

(10) The Canadian Kennel Club reserves the right at any time to request club records that reflect the regular business of the club, including but not limited to Minutes, Election Results, List of Membership, List of Members in attendance at meetings, updated Constitutions and/or By-Laws and to approve or require revisions. Failure to comply may jeopardize the club's recognition and/or events.

(11) For processes related to structure or status of existing clubs, refer to Appendix 3 [Club-Related Procedures]. [Board Motion #33-03-25]

B. Types of Clubs [Board Motion #14-12-16] [Board Motion #29-12-22, 197-09-24]

The following types of clubs are eligible to apply for recognition to hold approved Canadian Kennel Club events: All-Breed, Specialty (includes Miscellaneous Breeds and Breeds Registerable by a Breed Association in Canada recognized by Agriculture Canada), Performance, Field Trial and Test clubs. Any area of operation 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. [Board Motion #34-05-23]

(1) All Breed Club – A club which serves the interests of all Canadian Kennel Club recognized breeds. An All-Breed Club must be a Local club. [Board Motion #19-03-19]

(2) 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.

2.1 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 defined in the constitution and/or by-laws and name of the club.

2.2 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 and/or by-laws. 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.

2.3 National Conformation Clubs

(a) 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.

(b) A National conformation 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]

(c) New National conformation club applying as a non-event club will be rejected.

(d) National clubs are not permitted to be non-event clubs.

(e) Membership of the club must be comprised of people involved with the breed from coast to coast. A National conformation club must always promote inclusivity and welcome new members. A National Conformation club may only refuse membership to applicants unrelated to the specified breed, or that have 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. [Board Motion #198-09-24]

(f) For National conformation 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.

(g) Members of the Board of Directors (officers or directors) must reside 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.

(h) The club may hold only one national event per year. If an annual National Conformation 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.

(i) Once recognized, a National conformation club must produce the approved version of its constitution and/or by-laws in bilingual format (English and French). [Board Motion #199-09-24]

(j) Where a National conformation breed club has not held a National Conformation Specialty for three (3) or more years the recognized National Conformation breed club will be notified and will be provided with sixty (60) days to take one of the following actions: [Board Motion #194-09-24]

(i) Submit the 3 sanction match applications required pursuant to the Conformation Show Rules & Regulations to regain national status. The applications must be approved by the appropriate Zone Director and forwarded to CKC, or
(ii) Actively pursue a status change to a club type other than national, or
(iii) Relinquish national status and CKC will consider the club dissolved.

Exceptions may be granted at the sole discretion of The Canadian Kennel Club where extenuating circumstances such as hardships, prolonged natural disasters or pandemics have occurred. Such circumstances must be of a nature that a prolonged status of dormancy would be reasonable to expect, and where CKC is satisfied there is definitive proof that alternative solutions were not available.

2.4 Branch Clubs

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

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

(c) 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 conformation club may exist only with the consent of the National conformation 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 conformation club.

2.5 Regional/Provincial Clubs

(a) 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 that represent the electoral zones they are resident in within that region or province. Each electoral zone within a region or province may choose to have a director if there are more than two (2) electoral zones. [Board Motion #39-12-18, #34-03-25]

(b) 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.

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

3. Performance club

A club whose fanciers are interested in demonstrating the dog's ability in events including but not limited to obedience, rally obedience, agility, tracking, drafting, scent detection, and coursing.

4. Field Trial and Test clubs

A club whose fanciers are interested in demonstrating their dogs' ability as hunting and working companions.

5. Non-Event and Rescue clubs

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 clubs. A club seeking recognition as a Non-Event or Rescue club must meet the policies in effect at the time of application.

5.1 *Non-Event Club*

A club formed for purposes of promoting purebred dogs through educational activities for the purpose of educating its members and protecting the sport.

(a) A club applying for recognition under this section is not eligible to hold approved or sanctioned Canadian Kennel Club events.

(b) 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 CKC 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 types of events that the club proposes to hold.

(c) Approval may be granted to change the status provided that such change does not conflict with current event-holding clubs.

(d) A club may only change status twice and may only be changed at the time of club renewal.

(e) 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.

(f) 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.

(g) Non-event clubs are not required to have regional directors.

5.2 *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.

(a) A Rescue club must be endorsed by a National or a Regional/Provincial club for the breeds the club represents.

(b) A Rescue club may not change status and must comply with all the policies described herein.

(c) A Rescue club may participate in educational or fund-raising activities but shall not be approved to hold sanctioned or approved 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 CKC and may only be granted after consultation with the Directors 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 be defined in written form to match a mapped depiction of the club’s area of operation. 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.

7. Specialty Clubs:

   7.1 National – The area of operation shall include all of Canada.

   7.2 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.

   7.3 Provincial – The area of operation for a Provincial club shall be that of the province it represents.

D. Recognition of New Clubs [Board Motion #33-12-20, #201-09-24, #37-03-25]

1. Prior to seeking Canadian Kennel Club recognition, a new club must demonstrate activity for a minimum period of twelve (12) months by establishing a record of meetings, elections, activities and community involvement/education. 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 CKC. A Junior Kennel Club will be exempt from the initial application fee.

3. The Canadian Kennel Club shall recognize only one National conformation club for each breed. The same shall apply for Provincial breed clubs in each Province. Regional breed clubs for the same breed(s) will be considered on a case-by-case basis with approvals based on differences in area of operation and event types to be held.

4. The following documentation must be provided at the time of application:

4.1 A copy of the constitution and/or by-laws as set out in Section I. Clauses and subject matter considered mandatory for approval of recognition are included in the Constitution Template posted on the club page of the CKC website at www.ckc.ca. The CKC may require updates to club constitutions at its sole discretion.

4.2 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 required Officers of the club.

4.3 A map showing the proposed area of operation (Local and Regional clubs only) together with a written description of the boundaries depicted o the map.

4.4 A list of the current club members complete with addresses, CKC membership numbers where applicable, e-mail addresses and telephone numbers.

4.5 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.

6. Once the completed application and all supporting documentation have been received by CKC and provided 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 for a period of thirty (30) days. Comments must be received within that thirty (30) day period to be considered.

7. A copy of the club's application will be provided to The Canadian Kennel Club Board Member representing the zone in which the club is located.

8. If objections are received by CKC the club will be provided with the opportunity to respond to the objections. The club must submit a response within thirty (30) days.

9. Upon meeting all of the requirements to the satisfaction of the CKC, CKC will notify the club in writing and a certificate attesting to its recognition will be issued. Upon receipt of written notification from CKC, a club may apply to hold events provided 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 fifty percent (50%) administrative charge will be retained by The Canadian Kennel Club for any rejected application.

11. A club shall not submit an application for an event until such time as it has received formal notice of recognition.

12. It is the responsibility of the applicant club to investigate and adhere to Provincial or Federal legislation such as a Societies Act or the equivalent, and to submit copies of related documentation with their application for club recognition.

13. New clubs recognized on or after November 1st of the calendar year shall not pay a membership fee for the following calendar year.

14. The Canadian Kennel Club has the right to refuse any application for club recognition.

E. Constitution and/or By-laws [Board Motion #44-12-23, #205-09-24]

1. All clubs recognized or seeking recognition from The Canadian Kennel Club must be governed by a constitution and/or 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/or by-laws that meet these objectives and CKC shall make every effort to provide that assistance when so requested.

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

3. Clubs are required to adhere to the guide in Appendix 1 in reference to their constitution and/or by-laws. Failure to adopt these requirements may jeopardize CKC club recognition and/or approval of events. Clubs may include additional statements or clauses.

4. The following wording must be incorporated into the club's constitution and/or by-laws to be approved by CKC:

   Maintain CKC recognition by adhering to the Policy set out by CKC and acknowledge that any changes to such Policy from time to time will supersede any contravention within this Constitution and/or By-Laws

5. Constitutions must also contain provisions for conflict resolution both between members and with the Board of Directors.

F. Challenge

1. Where a National Conformation Breed club has not held a National Conformation Specialty for two (2) or more years, and a challenge to National status is submitted by another club, the National Conformation Breed club will be notified, and will be required to comply with CKC policy regarding holding of events or will automatically lose National status. Exceptions may be granted at the sole discretion of The Canadian Kennel Club where extenuating circumstances such as hardships, prolonged natural disasters or pandemics have occurred. Such circumstances must be of a nature that a prolonged status of dormancy would be reasonable to expect, and where CKC is satisfied there is definitive proof that alternative solutions were not available.

2. If the challenge to National status is successful, the former National Conformation Breed club will immediately be required to actively pursue status change to a club type other than National, or if no status change request is submitted within sixty (60) days, CKC will consider the club dissolved. [Board Motion #195-09-24]

3. A recognized club may be challenged by another recognized club when it is not in compliance with this Policy. A challenge does not constitute approval. [Board Motion #33-03-25]

4. An applicant for new club recognition is unable to challenge an existing club for status. Challenges to status may only be made by clubs that have been recognized for a minimum period of three (3) years, are in good standing, and have held approved events. [Board Motion #33-03-25]

G. Club Executive

1. 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.

2. The President, Vice President, and either the Secretary and/or Treasurer of all CKC recognized clubs must be Canadian Kennel Club members in good standing. The

Officers (President, Vice-President, Secretary, Treasurer) and Directors of all CKC recognized clubs must be residents of Canada. The names and offices held by these members must be reported to The Canadian Kennel Club, within thirty (30) days of an election or filling of a vacancy together with a copy of any changes to the current constitution and/or by-laws of the club. Failure to comply may jeopardize the club's recognition and/or events. [Board Motion #19-05&06-24, #01-07-24]

3. Clubs shall conduct nominations, elections and voting as prescribed in their constitution and/or by-laws.

4. A recognized club shall immediately suspend from its Board of Directors, any person deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club.

5. 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.

6. Local Clubs - A minimum of two (2) club officers must reside within the club's area of operation.

H. Disciplinary Sanctions

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.

I. Internal Affairs of Clubs [Board Motion #202-09-24]

1. This Section of Policy [Internal Affairs of clubs] does not pertain to clubs that have penalties imposed by the Discipline or Appeals Committees.

2. As previously set out in this Policy, The Canadian Kennel Club is not a direct party of any club, nor does it govern any club; rather remains an independent entity that provides official recognition to clubs that meet specified criteria and comply with the ideals and procedures outlined in this Policy on an ongoing basis.

3. 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 that club's own Constitution and/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.

4. The CKC will not adjudicate or engage in the internal affairs of clubs. It is expected that complaints involving internal affairs of clubs are handled by the club itself. Appendix 2 of this Chapter of Policy provides clear and concise steps to take in order to bring resolution to internal conflict. The Canadian Kennel Club reserves the right to request and review documentation related to that process, and to suspend or terminate the recognition of clubs that do not comply, or that cannot reach resolution within three (3) months from the date of the request for such documentation. An extension will only be granted where a related action is ongoing in a court of law or at the discretion of CKC. Such an extension will be determined by CKC on a case-by-case basis. The local Zone Director will be notified of clubs that have had recognition suspended or terminated. Suspension or termination of recognition will result in all approved events being cancelled. [Board Motion #33-12-20]

5. Where a club is under suspension and a challenge is submitted by another club for equivalent status, the recognized club will be notified. The club will be provided with six (6) months from the date of notification by CKC to confirm that all outstanding issues have been resolved to the satisfaction of CKC, whereupon official recognition will be reinstated. In the alternative, if the outstanding issues are not resolved to the satisfaction of CKC, the challenge will be accepted.

J. Renewal of Recognition [Board Motion #43-12-23]

1. Each year a club must renew its recognition at a fee to be determined by the Board of Directors.

2. New Officers and Directors must be filed with The Canadian Kennel Club within thirty (30) days of an election or filling of a vacancy.

3. A club that does not renew with The Canadian Kennel Club by December 31 of each year will not receive approval to hold approved events. Any previously approved events may 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. [Board Motion #204-09-24]

5. A club that has maintained continuous recognition 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. [Board Motion #17-05&06-24, #38-03-25]

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 approved. Should an event be held without the payment of the fee, results will not be processed, and the club's recognition may be jeopardized.

7. The Canadian Kennel Club has the authority to publish the name of any club that is not in good standing.

K. Reinstatement of Recognition [Board Motion #203-09-24]

1. Reinstatement Due to Non-Payment of Renewal Fees
Club recognition which has lapsed due to non-payment of renewal fees may be reinstated subject to the following:

   (a) A request for reinstatement must be submitted in writing to CKC.

   (b) The letter requesting reinstatement must be signed by a club officer and be accompanied by a list of club officers and a list of club members.

   (c) The appropriate renewal fee along with any arrears and late fees must accompany the request for reinstatement.

   (d) When a club has not paid a renewal fee for two (2) or more consecutive years CKC will change the club status to inactive and provide the club with sixty (60) days to resolve the issue or CKC will consider the club dissolved.

2. Reinstatement Due to Suspension of Recognition
(does not include clubs that have penalties imposed by the Discipline or Appeals Committee)

Club recognition which has been suspended by The Canadian Kennel Club may be reinstated subject to the following:

(a) A request for reinstatement must be submitted in writing to CKC, accompanied by a detailed written process of the conflict resolution that resulted in suspension.

(b) The letter requesting reinstatement must be signed by the President, Vice-President, and either of the Secretary or Treasurer, and be accompanied by a list of club officers and directors where applicable, as well as a list of club members.

(c) The appropriate reinstatement fee and, if applicable, any renewal fee along with any arrears and late fees as prescribed in the current CKC Schedule of Fees must accompany the request for reinstatement.

(d) A club that has been suspended by the CKC, other than by the Discipline or Appeal Committees, for more than two (2) consecutive years will be considered dissolved.

3. Where club recognition has been terminated by The Canadian Kennel Club, the CKC will not approve the use of that club name for a minimum of three (3) years from the date of termination. Further, any new application for recognition with the same officers and/or directors as the club that is terminated will not be approved for a minimum of three (3) years from the date of termination.

APPENDIX 1 – Club Constitution and/or By-Laws Table of Contents Guide [Board Motion #17-12-20, #44-12-23, #206-09-24]

[Note: This is a *'guide' that follows the 'Constitution Template' available on the clubs tab of the CKC Website*.]

It is expected that each club will want to personalize their Constitution and/or By-Laws to fit their own objectives and values. Recognition of a club by The Canadian Kennel Club requires that certain objectives and values align with our own. This document has been created to provide a guide for the information we look for in reviewing clubs for recognition. The 'Constitution Template' on the club tab of www.ckc.ca provides more detail, mandatory items and suggestions. This is not meant to be restrictive – it is expected that clubs will include additional Articles where they deem appropriate.

TABLE OF CONTENTS

A. Name, Area of Operation, and Objectives
   (1) Name
   (2) Area of Operation
   (3) Objectives
   (4) Principles

B. Membership
   (1) Membership Year
   (2) Eligibility for Membership
   (3) Types of Membership
   (4) Application for Membership
   (5) Membership Fees
   (6) Approval of Membership
   (7) Termination or Suspension of Membership
   (8) Voting Privileges

C. Officers/Board of Directors/Executive
   (1) Officers
   (2) Directors
   (3) Board of Directors/Executive
   (4) Duties and Responsibilities
   (5) Execution of Documents
   (6) Vacancies
   (7) Term of Office

D. Nominations

E. Voting

F. Elections

G. Meetings
   (1) Annual General Meeting
   (2) Special General Meeting
   (3) Board Meetings
   (4) Quorum

H. Finances

I. Committees
   (1) Appointment of Committees
   (2) Termination of Committees

J. Conflict Resolution
   (1) Complaints - Members
   (2) Hearing
   (3) Decision
   (4) Complaints - Executive

K. Expulsion

L. Appeal Process

M. Amendments

N. Dissolution

O. Rules of Order

APPENDIX 2 – Guidelines for Resolving Internal Affairs of Clubs [Board Motion #22-12-17, #207-09-24]

The Canadian Kennel Club is not a direct party of any club, nor does it govern any club; rather remains an independent entity that provides official recognition to clubs that meet specified criteria and remain in compliance with the ideals and procedures outlined in this Policy. Clubs are governed by their own Constitution and/or 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 Constitution and/or By-laws and the operational functions of the club in a fair and open manner. Given the passion 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 Constitution and/or 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 Constitution and/or By-laws
   (a) A careful reading of the club's Constitution and/or By-laws will give you your answer.
   (b) If you do not have a copy, write to club and request one from the club secretary. If the club does not provide one, write to CKC and include a copy of your request to the club. Once CKC is satisfied that reasonable efforts have been made to obtain the Constitution and/or By-Laws, CKC will contact the club and direct them to provide a copy.

(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 Constitution and/or 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 will bear the full cost unless otherwise determined by a Court of Law. Always try to exhaust all avenues first.

(5) CKC Discipline
    The CKC will not get engage in internal club disputes. If there is a violation of CKC By-laws, rules or policies, you may file a complaint with 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 contact us.

APPENDIX 3 – Club Related Procedures [Board Motion #39-03-25]

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.

1. Change in Area of Operation

   A recognized club must apply for any change in its area of operation by way of a communication to clubrelations@ckc.ca or by mail requesting such change. The documentation required to support such an application shall include, but not be limited to, the following:

   - One map with boundaries clearly outlined (radius not accepted)
   - A written description to match the boundaries depicted on the map (example: Beginning at the intersection of Highways A and B, proceeding north on Highway B to Main Street in the town of A, east on Main Street to the intersection of Highway 1 and 2, west on Highway 2 …. and so on … to the point of beginning)
   - Minutes of general membership meeting where club decided to make the application and details of the membership vote

   The application will be reviewed for conflict and any additional requirements of CKC Policy. If the application proceeds, it will be published and the appropriate CKC Zone Director will be advised of the application. If the application is successful, an update to the club's constitution and/or by-laws will be required prior to final approval.

2. Change of Status/Type

   A recognized club must apply for any change in its status or type by way of a communication to clubrelations@ckc.ca or by mail requesting such change. The documentation required to support such an application shall include, but not be limited to, the following:

   - Confirm all outstanding accounts are up to date & club membership fees are paid
   - Complete list of names, CKC #s and addresses of club members
   - If Specialty Breed club, confirmation of breed ownership per policy
   - Minutes of general membership meeting where club decided to apply & details of membership vote

   The application will be reviewed for conflict, area of operation and any additional requirements of CKC Policy. If the application proceeds, it will be published and the appropriate CKC Zone Director will be advised of the application. If the application is successful, an update to the club's constitution and/or by-laws will be required prior to final approval.

3. Change of Club Name

   A recognized club must apply for a change in club name by way of a communication to clubrelations@ckc.ca or by mail requesting such change. The documentation required to support such an application shall include, but not be limited to, the following:

   - Minutes of general membership meeting where club decided to make the application and details of the membership vote

The application will be reviewed for conflict and confirmation that the new name is appropriate to the club type and area of operation, as well as any additional requirements of CKC Policy. If the application proceeds, it will be published and the appropriate CKC Zone Director will be advised of the application. If the application is successful, an update to the club's constitution and/or by-laws will be required prior to final approval.

4. Constitution Updates

Clubs should review their constitutions and/or by-laws regularly to determine if changes may be required. CKC may require updates and revisions at any time to ensure compliance with CKC Policy. It is recommended that drafted updates are forwarded to CKC to confirm they meet the requirements of CKC Policy prior to being forwarded to the membership for ratification. Once the document has been approved by CKC it will be saved to the club's record. Minutes of the meeting where the club membership ratified and confirmed the final document and details of the membership vote must be provided.

5. Challenge

Any club may be challenged by a recognized club subject to Section A, when it is not in compliance with this Policy. A challenge must be made by way of a communication to clubrelations@ckc.ca or by mail. The documentation required to support a challenge shall include, but not be limited to, the following:

- Confirm all outstanding accounts are up to date & club membership fees are paid
- Complete list of names, CKC #s and addresses of club members
- If Specialty Breed club, confirmation of breed ownership per policy
- Minutes of general membership meeting where club decided to challenge & details of membership vote
- The club being challenged will be notified and both clubs will be advised that acceptance of a challenge does not constitute final approval

The challenge application will be reviewed for conflict, area of operation and any additional requirements of CKC Policy. If the challenge application proceeds, it will be published and the appropriate CKC Zone Director(s) will be advised of the challenge application. If the challenge application is successful and is approved, an update to the club's constitution and/or by-laws will be required prior to final approval.

6. Branch Emancipation [Board Motion #51-02&03-26]

A CKC recognized Branch club requesting separation from the National club to become its own Local, Provincial or Regional club may apply by way of a communication to clubrelations@ckc.ca or by mail requesting such change. The documentation required to support such an application shall include, but not be limited to, the following:

- Confirm all outstanding accounts are up to date & club membership fees are paid
- Complete list of names, CKC contact numbers and addresses of club members
- If Specialty Breed club, confirmation of breed ownership per policy
- Minutes of general membership meeting where club decided to apply & details of membership vote
- Constitution and/or by-law document
- Proposed name of club
- Proposed slate of executive to meet requirements of the intended club type
- Letter from the parent club in acknowledgement and support of the application

- Parent club Board meeting minutes where the emancipation was discussed

There will be no change to area of operation as part of this application. The application will be reviewed for conflict and any additional requirements of CKC Policy. If the application proceeds, it will be published and the appropriate CKC Zone Director(s) will be advised of the application.

If the application is successful, and the Branch club applicant has held approved events in the previous calendar year, no sanction matches will be required to hold those specific event types provided approved events of those types are held within three (3) years following the success of the application. If an approved event has not been held in the previous calendar year, any sanction matches held by the Branch club within the previous calendar year from the date of application will be credited toward requirements to hold those approved event types after final approval.