

THE GREATER VICTORIA DOG OBEDIENCE TRAINING CLUB

BY-LAWS

MEMBERSHIP

1. Any person interested in the objects of the Society may apply to the Executive Committee for membership in the Society and, on acceptance by the Executive Committee, and payment of the annual dues, shall be members.
2. A member in good standing shall be a member who has paid the dues for the then current year and who is not under suspension from the Society.
3. A member of the Society need not become a member of the Canadian Kennel Club unless such membership is required by the Canadian Kennel Club rules and regulations.
4. There shall be four types of membership as follows:
 - (a) ordinary member;
 - (b) junior member;
 - (c) life member;
 - (d) honourary member.
5. Members who are over the age of sixteen (16) shall be **ORDINARY** members.

ORDINARY members may:

- Attend all annual, special and general membership meetings.
- Discuss and vote on all questions put to the membership at such meetings.
- Hold Executive Office.
- Serve as members or chairpersons of standing or ad-hoc committees.
- Have full trialing privileges.

6. Members who are under the age of sixteen (16) shall be **JUNIOR** members.

JUNIOR members may:

- Attend all annual, special and general membership meetings.
- Discuss but NOT vote on all questions put to the membership at such meetings.
- Have full trialing privileges.

7. Any member who has been an ORDINARY member for twenty (20) continuous years shall become eligible for consideration by the Executive Committee to become a **LIFE** member. LIFE members have all rights and privileges afforded ORDINARY members. No annual dues shall be levied for LIFE members.
8. Suitable persons, whether members of the Society or not, may become **HONOURARY** members upon the nomination of the Executive Committee, such nomination to be confirmed at a general meeting of the Society. HONOURARY members have all rights and privileges afforded JUNIOR members. No annual dues shall be levied for HONOURARY members.
9. On being admitted to membership, each member is entitled to, and the Society shall provide at no charge, a copy of the Constitution and By-Laws of the Society and each member shall be bound by them.
10. The Executive Committee may refuse, at its discretion, to accept any application for any class of membership. If an application for membership is turned down by the Executive Committee, the written reasons shall be forwarded to the applicant within fourteen (14) days. Where an applicant is dissatisfied with a determination of the Executive Committee an appeal may be made to the Appeals Committee. Such appeals shall be in writing and must be received within fourteen (14) days following the receipt of the written notice to the applicant. The decision of the Appeals Committee shall be final.
11. Membership in the Club shall be based on a year ending on May 14 in each year.

FEES

12. The annual membership fee for each individual ORDINARY member shall be set by the Executive Committee, subject to the approval of the membership in a general meeting, the same to become due and payable upon the fifteenth (15) day of May in each year, provided nevertheless that the spouse, sons, or daughters of a member, residing in the same household with such member, if accepted as members, shall each pay an annual membership fee of one-half (1/2) the fee set for the ORDINARY member.
13. The annual membership fee of each individual JUNIOR member shall be one-half (1/2) the fee set for each individual ORDINARY member.

WITHDRAWAL, EXPULSION AND SUSPENSION OF MEMBERS

14. Membership may be terminated as follows:
 - (a) any member in good standing may resign from the Society upon providing written notice to the Secretary of the Society;
 - (b) a membership shall be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first date of the membership year;
 - (c) a membership shall be terminated as a result of resignation, failure to renew, or expulsion by the Society. Any member of the Society who is suspended, debarred, deprived or expelled from the Society, or whose membership has been terminated by the Canadian Kennel Club's Discipline Committee, shall be suspended from the privileges of the Society for a like period.
15. A member may only be suspended or expelled from membership in the Society upon a resolution passed by a majority of the members of the Executive Committee, which resolution shall be confirmed by a two-thirds (2/3) vote of the members of the Society, present at a specified general meeting convened for that purpose; provided nevertheless that such members shall be given ten (10) days' notice by the Secretary of the charges preferred against the members and of the date and place of the said general meeting at which such charges are to be considered; provided that such member is entitled to an appeal to the Appeals Committee.
16. The Secretary shall notify in writing any member of the Society who may default in the payment of dues or the tuition fees for the period thirty (30) days after the fifteenth (15th) day of May in any year and if such default shall continue for a further period of thirty (30) days from the date of the giving of such notice, such member shall thereupon cease to be a member of the Society without further notice.

COMPLAINTS

17. Any complaint by a member of the Society shall be submitted in writing along with a fee of \$25.00 to the Society for resolution at the next meeting of the Executive Committee. The complainant and defendant shall be provided with reasonable notice of the meeting and shall have the right to attend.

APPEALS COMMITTEE

18. An Appeals Committee shall be selected at the Annual General Meeting for the duration of the year and shall be comprised of three (3) members in good standing of the Society save and except those members that have been elected to a position on the Executive Committee for the same year.

FISCAL YEAR

19. The Society's fiscal year shall begin on the first day of May and end on the last day of April.

MEETINGS

20. Unless otherwise specified, Roberts Rules of Order shall apply.
21. The Annual General Meeting of the Society shall be held either in the month of May or June or at such other time as the Executive Committee shall deem advisable, at such time and place as may be directed by the Executive Committee.
22. The business to be transacted at the Annual General Meeting shall be as follows:
 - (a) Minutes of the last general meeting.
 - (b) Elections.
 - (c) The appointment of the Appeals Committee.
 - (d) The appointment of the Auditor for the ensuing year.
 - (e) The appointment of the AIOC Representative for the ensuing year.
 - (f) The appointment of the Honourary Veterinarian for the ensuing year.
 - (g) The appointment of the Honourary Solicitor for the ensuing year.
 - (h) The presentation of the financial statements and the report of the Auditor.
 - (i) Written Reports of Officers and Directors.
 - (j) Special business as may be specified in the notice convening the meeting.
 - (k) Such other business as may properly come before the meeting.
 - (l) Presentation of Awards.
 - (m) Presentation of Life Members, if applicable.
23. In addition to the Annual General Meeting of the Society, a General Meeting of the Society shall be held in each of the months of September, November, and March, unless otherwise directed by the Executive Committee, for the purpose of receiving the current written reports of the Officers and Directors, and for the transaction of

such other business as may properly come before such meeting. The minutes of these general meetings shall be published and made available for distribution to the general membership.

24. The business to be transacted at the meetings of the Executive Committee shall be as follows:
- (a) Minutes of the last meeting.
 - (b) Treasurer's report.
 - (c) Written reports of Officers, Directors and Committees.
 - (d) Correspondence.
 - (e) Unfinished business.
 - (f) New business.

The minutes of the Executive Committee meetings shall be available to the general membership.

25. The Executive Committee shall, at the written request of ten percent (10%) or more members, or may of its own accord at any time, call a special general meeting for the consideration of any special business, notice of which shall be given in writing by the Secretary to each member at least fourteen (14) clear days previous to the date of such meeting, which notice shall specify the business to be transacted at such meeting. The notice calling for the special general meeting shall be mailed or otherwise delivered and will be signed by those convening such a meeting.
26. Should the Executive Committee fail within twenty-one (21) days of the receipt of a written request as aforesaid to call such a special general meeting, the members of the Society subscribing to such written request may direct the Secretary to call the meeting for the purpose(s) specified in the said request.

NOTICES

27. Notices of the general meetings and any other meeting of the Society shall be in writing and signed by the Secretary or such other officers as the Executive Committee may direct, except in the case of a notice convening a meeting pursuant to Article 25 hereof which shall be signed by those convening such meeting. A copy of such notice shall be given by publication in the Club Newsletter, in person or forwarded by post or electronic mail to each member in good standing at least fourteen (14) days prior to the date of such meeting. Postings shall be to the last known address of each member. In all cases the purpose(s) of the meeting shall accompany such notice.

QUORUM

28. Eight (8) ORDINARY and or LIFE members in good standing of the Society, present in person at any general meeting of the Society, shall constitute a quorum for the transaction of business at such meeting.
29. A majority of the Executive Committee present at a regularly called meeting of the Executive Committee, shall constitute a quorum for the transaction of business at such meeting, and the Executive Committee may exercise all such powers of the Society as are not by any statute of the By-Laws required to be exercised by the Society in general meeting.

VOTING

30. Any ORDINARY or LIFE members of the Society, in good standing and present in person, are eligible to vote at any General Meeting of the Society.
31. There shall be no voting by proxy and absentee ballots are not permitted.
32. For all questions put to the membership except at elections:
 - (a) Voting shall be by show of hands.
 - (b) A simple majority of those eligible to vote shall carry all Normal Resolutions.
 - (c) A 75% majority of those eligible to vote shall carry all Special Resolutions.

VOTING AT ELECTIONS

33. Voting shall be by secret ballot.
34. Members shall be elected by plurality vote.
35. The Chair of the Nominating Committee shall abstain from voting except to establish a plurality.
36. No member shall be elected or appointed to any office in the Society, or to serve on any committee thereof, unless the member is an ORDINARY or LIFE member of the Society in good standing, and has been a member for at least one (1) full year immediately preceding the election or appointment, save and excepting honorary offices. Should any member so elected or appointed cease to be a member of the Society in good standing for any reason whatsoever, such person(s) shall thereupon cease to hold such office or be a member of such committee.

NOMINATING COMMITTEE

37. The Executive Committee shall, at the November meeting, appoint a Nominating Committee that shall prepare a slate of members to be nominated for each elected office or position, provided that in addition to such slate, nominations may be made from the floor of the meeting. The Nominating Committee shall be comprised of the immediate Past-President, and two (2) members of the membership at large, provided that no member of the Nominating Committee is being considered on the slate of the members to be elected.
38. The Nominating Committee shall publish the slate of members nominated for each office or position at the Annual General Meeting. The slate of members nominated shall contain not more than four (4) members of the Training Committee.
39. No person shall be nominated for any elective office or position unless such person's consent thereto has first been obtained.
40. At the time of election each candidate shall be given the opportunity to address the membership.

EXECUTIVE COMMITTEE

41. The Executive Committee shall consist of:
 - (a) The Officers of the Society.
 - (b) The Directors of the Society.
42. Members of the Executive Committee must be resident of Canada and members of the Canadian Kennel Club in good standing.

OFFICERS OF THE SOCIETY

43. The Officers of the Society shall be:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer – provided, however, that the office of Secretary and Treasurer may be combined and one person elected to fill both offices.

DIRECTORS OF THE SOCIETY

44. The Directors of the Society shall be:
- (a) Training Chair
 - (b) Trials Chair
 - (c) Entertainment Chair
 - (d) Public Relations and Membership Chair
 - (e) The immediate Past-President of the Society

STANDING COMMITTEES

45. Standing Committees shall be appointed by the Executive Committee and maintained for the following purposes:
- (a) Training – chaired by the elected Training Chair and consisting of those who instruct classes
 - (b) Trials
 - (c) Entertainment
 - (d) Public Relations and Membership

The above named Standing Committees may be terminated at the discretion of the Executive Committee.

AD-HOC COMMITTEES

46. Ad-hoc committees may be formed to address specific issues raised by the membership at General Meetings, or at the discretion of the Executive Committee.

ELECTION OF OFFICERS AND DIRECTORS

47. The Officers and Directors of the Society shall be elected at each Annual General Meeting of the Society. All Officers and Directors of the Society shall hold office until their successors are elected or appointed; provided, however, that the Chair of any committee may be removed by Special Resolution of the ORDINARY and LIFE members.

48. The maximum uninterrupted tenure of the Officers and Directors may not exceed eight (8) years, with a maximum four (4) year term in one particular position. The total eight (8) year term may only be exceeded by the Past-President whose term may not exceed twelve (12) years.
49. The Executive Committee shall appoint persons to fill casual vacancies in any of the offices of the Society with the exception of the Chairs of the Standing Committees, which appointment in such circumstances shall be filled by a member of the committee upon the appointment of the members of the committee. Such persons shall hold office until their successors are elected or appointed.

DUTIES OF OFFICERS, DIRECTORS, COMMITTEES AND OTHER APPOINTEES

EXECUTIVE COMMITTEE

50. It shall be the duty of the Executive Committee to maintain and further the objects of the Society as expressed in the Constitution.
51. The Executive Committee shall convene for a meeting at least four (4) times per year, provided that any other meeting may be called at the discretion of the President.

PRESIDENT

52. The President shall preside at all meetings of the Society and shall be the chief executive exercising general supervision over the interests and welfare of the Society. The President shall be ex-officio member of all committees, save the Appeals Committee.

VICE-PRESIDENT

53. It shall be the duty of the Vice-President to perform the duties of the President when the latter is absent or when requested to do so by the President.

IMMEDIATE PAST-PRESIDENT

54. It shall be the duty of the immediate Past-President to provide continuity to the Executive Committee and to perform the duties of the Vice-President when the latter is absent or when requested to do so by the President.

SECRETARY

55. It shall be the duty of the Secretary to attend all meetings of the Society; to keep minutes of the meetings of the Society in a book provided for that purpose, and to attend to all correspondence and other clerical work under the direction of the Executive Committee. The Secretary shall have custody of all correspondence and records of the Society and shall retain a copy of the minutes of all committees of the Society. The Secretary shall do all things necessary to keep the Society in good standing under the *Society Act* of British Columbia and also keep the Society in good standing with the Canadian Kennel Club.

TREASURER

56. The Treasurer shall keep the accounts of the Society in books available for that purpose, and shall report upon current revenue and expenditures at each quarterly meeting and shall present a duly audited report for the approval of the membership at the Annual General Meeting. All monies received by the Society shall be deposited in an account in the name of the Society with a bank, credit union or trust company and there shall be not less than two (2) signing officers for banking matters. One signing officer shall be the Treasurer. The other signing officer shall be an Officer of the Society.

TRAINING COMMITTEE CHAIR

57. It shall be the duty of the Training Committee Chair to introduce the members of the Training Committee to the Executive Committee at the first Executive Committee meeting following each Annual General Meeting. All instructors of the Society shall automatically be members of the Training Committee. It shall also be the duty of the Training Committee Chair to establish and make available the prerequisites necessary to become an instructor/helper with the Society. It shall be the duty of the Training Committee to provide and carry on the objectives of the Society as expressed in the Constitution in relation to training of members and dogs. The Training Committee shall recommend a training fee structure to the Executive Committee, subject to the approval by the membership in a general meeting; training fees shall not be raised more than once in any business year.

TRIALS COMMITTEE CHAIR

58. It shall be the duty of the Trials Committee Chair to appoint annually the members of the Trials Committee and to introduce the members of the Trials Committee to the Executive Committee at the first Executive Committee meeting following each Annual General Meeting. It shall be the duty of the Trials Committee to arrange such trials as may be necessary from time to time to promote and further the objects of the Society as expressed in the Constitution in relation to Trials, Competitions and Tests.

ENTERTAINMENT COMMITTEE CHAIR

59. It shall be the duty of the Entertainment Committee Chair to appoint annually the members of the Entertainment Committee and to introduce the members of the Entertainment Committee to the Executive Committee at the first Executive Committee meeting following each Annual General Meeting. It shall be the duty of the Entertainment Committee to arrange such events as may be necessary from time to time to promote and further the objects of the Society.

PUBLIC RELATIONS AND MEMBERSHIP COMMITTEE CHAIR

60. It shall be the duty of the Public Relations and Membership Committee Chair to appoint annually the members of the aforesaid Committee and to introduce the members of the Committee to the Executive Committee at the first Executive Committee meeting following each Annual General Meeting. It shall be the duty of the Committee to arrange for and advertise such events from time to time to promote and further the objects of the Society. It shall also be the duty of the Committee to keep and maintain a full and accurate register of all members in good standing, and of suspended members and the expelled members of the Society. It shall also be the duty of the Committee to issue membership cards.

AUDITOR

61. A properly qualified person shall be appointed by the members of the Society to audit the Society's books and accounts and to report thereon to the members.

HONOURARY VETERINARIAN

62. It shall be the duty of the Honourary Veterinarian to perform such duties as may be requested by the Executive Committee.

HONOURARY SOLICITOR

63. A properly qualified person shall be appointed by the members of the Society to provide such services as may be requested by the Executive Committee.

BORROWING POWERS AND SIGNING AUTHORITY

64. Neither the Executive Committee nor the members in a general meeting may authorize borrowing in the name of the Society unless approved by at least fifty percent (50%) of the total membership at a special meeting. All accounts for expenses shall be paid monthly by the Treasurer. The signing authorities of the Society shall be the Treasurer and one other Officer of the Society; any financial document requiring the official endorsement of the Society shall be deemed to have been duly authorized when it bears the recognised signatures of any two (2) of the Officers of the Society, one of whom shall be the Treasurer. No debenture shall be issued without the sanction of a Special Resolution.

AMENDMENTS

65. The Constitution and By-Laws may only be altered or amended by Special Resolution at a General Meeting of the Society called for that purpose, provided that notice in writing of the proposed changes shall be distributed to each member with the notice of the meeting as required by the *Society Act*. Amendments may be proposed by the Executive Committee or any ORDINARY or LIFE member.

CKC BY-LAWS

66. Where the necessity arises and the circumstances permit, at the discretion of the Executive Committee, the Constitution and By-Laws of the Canadian Kennel Club may be applied.

DISSOLUTION

67. The dissolution of the Society is governed by the mandatory provisions of the *Society Act* of British Columbia.

November 4, 2008