

# CONSTITUTION OF THE TIBETAN TERRIER CLUB OF CANADA

## 1. NAME

- 1.1 The name of the Club shall be The Tibetan Terrier Club of Canada
- 1.2 The area of operation shall be All of Canada

## 2. OBJECTS

- 2.1 The objects of the Club shall be:
  - a) To provide a medium for Tibetan Terrier owners and breeders to join together with equal representation regardless of location for the betterment of the breed in Canada.
  - b) To encourage and promote quality in the breeding of Tibetan Terriers and to do all possible to bring their natural qualities to perfection.
  - c) To preserve the standard of the breed as approved by The Canadian Kennel Club.
  - d) To conduct sanctioned and approved events under the rules of The Canadian Kennel Club and to abide by the principles of The Canadian Kennel Club Code of Ethics.

## 3. MEMBERSHIP

### 3.1 Membership Year

Membership in the club shall be based on the calendar year.

### 3.2 Eligibility

Membership shall be open to all persons eighteen years of age and older who are in good standing with The Canadian Kennel Club and who subscribe to the purposes of this club.

### 3.3 Types Of Membership

There shall be 4 types of membership as follows:

#### a) Regular Single Membership

A regular single member is any resident of Canada who plans to own, owns, or has owned a Tibetan Terrier. He/she shall have the right to vote and the right to hold office in the club, provided he/she has been a member of the club for at least 6 months prior to the date of such a vote.

#### b) Regular Family Membership

A regular family membership consists of two people living in the same household. All the terms of a regular single membership apply but only one of each of the club's publications will be mailed to the family membership.

#### c) Non-Resident Membership

A non-resident is a non-resident of Canada who may neither vote nor hold office in the club.

#### d) Honorary Membership

Any person, having made a significant contribution to the breed may be elected by a two-thirds majority vote. An Honorary member shall have all the rights and privileges of an active member, but shall not be required to pay any dues.

### 3.4 Dues

Membership dues shall be payable by January 1st of each year. During the month of November the Secretary shall notify each member that the dues for the ensuing year are payable. If dues are not paid by the end of March, membership shall be terminated.

The Board of Directors shall determine from time to time the annual fee to be paid for each category of membership. Proposed changes shall be voted upon at the Annual General Meeting.

Dues shall be \$25.00 for Single Memberships and \$35.00 for Family Memberships.

Dues for Non-Resident Memberships shall be \$25.00 in US funds.

Dues after August 31 will still be half, i.e. \$12 Individual, \$17 Family, \$12US Associate

### 3.5 Application For Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors properly completed and carrying the endorsement of two members. Accompanying the application, the prospective member shall submit dues payable for the current year.

### 3.6 Approval Of Membership

Applicants will be elected by the Board. Affirmative votes of 2/3 of the Board shall be required to elect an applicant.

### 3.7 Rejection Of Membership

Any applicant who has been rejected must be provided in writing with a reason for such rejection.

### 3.8 Termination Of Membership

Membership may be terminated as follows:

- 1) Resignation: Any member in good standing may resign from the Club upon providing written notice to the Secretary.
- 2) Lapsing.: A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year.

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3) Expulsion: A membership may be terminated by expulsion as provided in Section 11.4 of these by-laws.

### 3.9 Voting Privileges

An individual must be a member for six (6) months prior to being granted voting privileges.

## 4. GENERAL MEETINGS

4.1 The Annual General meeting of the Club shall be held in conjunction with the Club's Annual National Specialty or Booster at a place, date, and hour designated by the Board of Directors. Written notice of the annual meeting shall be mailed by the Secretary to each member at least 60 days prior to the date of the meeting. The quorum for the annual meeting shall be 10% of the total current membership, all of whom must be in good standing with the club.

### 4.2 Special General Club Meetings

a) The Board may call a special general meeting of the Club at any time by providing such notice to the membership.

b) The Board is obligated to call a special general meeting, upon the Secretary receiving formal request. Such request must be signed by at least 10% of the members in good standing.

c) Such meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meeting shall be mailed by the Secretary at least 30 days and not more than 45 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted.

The quorum for such a meeting shall be 10% of the members in good standing.

### 4.3 Board Meetings

Meetings of the Board of Directors shall be held at such times and places as are agreed to by a majority vote of the Board. The Secretary shall mail written notice of such meetings to each member of the Board at least 30 days prior to the date of the meeting.

a) The quorum for a Board meeting shall be a majority of the Board voting in person or by mail.

b) The Board of Directors may conduct its business by mail or electronic means.

## 5. BOARD OF DIRECTORS

5.1 The Board of Directors shall be comprised of the Officers (President, Vice-President, Secretary and Treasurer) who are residents of Canada plus a minimum of four (4) Directors representing a minimum of four (4) of the six (6) regions across Canada. All of whom must be members in good standing with the Club and The Canadian Kennel Club. Directors must be elected by members residing within the region they represent. They shall be elected for one term as provided and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

### 5.2 Officers

The officers of the club shall be the President, Vice-President, Secretary and Treasurer. All must be residents of Canada and members in good standing of The Canadian Kennel Club.

a) The President shall chair all meetings of the Club and shall enforce provisions of the constitution and exercise general supervision of the affairs of the Club.

b) The Vice-President shall assume the duties and exercise the responsibilities of the President upon the direction of the President or in such case, as the President is unable to carry out the duties and responsibilities of the President.

c) The Secretary shall keep a record of meetings of the Club and of all votes taken in the order of business. The Secretary shall receive and send correspondence on behalf of the club to notify members of meetings, notify new members of their election to membership, notify Officers and Directors of their election to office, keep a roll of the current members of the Club complete with addresses and telephone numbers.

d) The Treasurer shall collect and receive all revenues of the Club and shall deposit same in a club bank account as approved by the Board, in the name of the Club. The books of the club shall be open to inspection by the Board at any time and a financial report shall be provided at every annual general meeting of the Club. The financial records of the club shall be the property of the Club.

### 5.3 Vacancies

Should a vacancy occur on the Board, the Board may appoint a member of the club to fill the vacancy. Should a vacancy occur in the office of President, such vacancy shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice-President shall be filled by a majority vote of the Board.

### 5.4 Terms Of Office

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The term of office shall be 2 years. The elected Officers and Directors shall take office on January 1st of the year following the election. Each of the former Board members shall turn over to his successor in office, all properties and records relating to that office by January 1st of the new term.

### 6. CLUB YEAR

The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December.

### 7. FINANCES

The club shall have a separate and independent bank account in the name of the club and all cheques drawn from the club account must have the signature of a minimum of two officers and naming the office.

### 8. VOTING

At the Annual General meeting or at a Special General meeting of the Club voting shall be limited to those members in good standing who are present at the meeting, except for the bi-annual election of Officers and Directors and amendments to the constitution and by-laws which shall be decided by written ballot. Voting by proxy shall not be permitted.

### 9. ELECTIONS

#### 9.1 Ballots

The Election of Officers and Directors shall be conducted by written ballot using the dual envelope method.. Ballots to be valid must be received by the Secretary by November 15<sup>th</sup> in an election year. Ballots shall be counted by two scrutineers. The person receiving the largest number of votes for each position shall be declared elected.

- a) Officers – The officers of the club shall be elected by the members of the club.
- b) Directors – The Directors of the club shall reside in the region, which they are representing and shall be elected by the members residing in that region.

#### 9.2 Nominations

- a) No person may be a candidate in a club election who has not been nominated in accordance with these by-laws. A Nominating Committee shall be chosen by the Board of Directors during the month of August. The Committee shall consist of three members from different areas of Canada, no more than one of whom may be a member of the current Board of Directors. The Board shall name a Chairman for the Committee.
- b) The Nominating Committee shall nominate one candidate for each office and shall procure the acceptance of each nominee. The Committee shall then submit its slate of candidates to the Secretary who shall mail the list to each member of the Club on or before September 15<sup>th</sup>.
- c) Additional nominations may be made by written petition addressed to the Secretary and received by October 1<sup>st</sup>, signed by two members and accompanied by the written acceptance of each such additional nominee signifying his/her willingness to be a candidate.
- d) If no valid additional nominations are received on or before October 1<sup>st</sup>, the Nominating Committee's slate shall be declared elected and no balloting will be required.
- e) If additional nominations are received by the Secretary on or before October 1<sup>st</sup>, the Secretary shall immediately mail to each member a ballot listing all of the nominees for each position in alphabetical order, with the names of the province or region in which they reside, together with a blank envelope and a return envelope addressed to the Secretary marked "Ballot" and bearing the name of the member to whom it was sent. Each voter, after marking his ballot, shall seal it in the blank envelope which in turn shall be placed in the second envelope addressed to the Secretary. Ballots must be received by the Secretary on or before November 15<sup>th</sup> to be valid. Two scrutineers shall check the returns against the list of members whose dues are paid for the current year and shall certify the eligibility of the voters as well as the results of the voting which shall be announced at the Annual General Meeting or by written notification to all members.

### 10. COMMITTEES

#### 10.1 Standing Committees

The Board may each year appoint standing committees to advance the work of the Club.

#### 10.2 Committee Appointments:

Any committee appointment may be terminated by a majority vote of the Board upon written notice being sent to the appointee, and the Board may appoint a successor to the person whose services have been terminated.

### 11. DISCIPLINE

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### 11.1 Canadian Kennel Club Suspension

Any member who is suspended, debarred, expelled or deprived of privileges from the privileges of The Canadian Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

### 11.2 Complaints

a) Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary together with a deposit of \$100 which shall be forfeited if the defendant is found guilty at a hearing of the Board or of a committee duly appointed for this purpose.

b) The Secretary upon receiving such a complaint, within 30 days shall forward a copy of the complaint, along with a notice of hearing to the defendant, the complainant and each member of the Board.

c) The hearing date shall be set no later than 90 days from date of receipt of the complaint. If the hearing is held by the Board, a minimum of four (4) members of the Board must be present. In the event that the hearing is held by a committee, at least a majority of the appointed committee shall be present. Should a complaint be laid against the Secretary, then the President shall act in accordance with these by-laws.

### 11.3 Hearing

The Board or appointed Committee shall ensure that both the complainant and the defendant are treated fairly and in accordance with the Rules of natural justice. Should the complaint be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board or Committee may by a majority vote of those present, impose an appropriate penalty. The Secretary shall then notify each of the parties of the decision within 30 days of the decision.

### 11.4 Expulsion

a) Expulsion of a member from the Club shall be accomplished at an Annual General Meeting of the Club following a proper hearing and upon the recommendation of the Board or Committee being provided as stated in Section 3 of this Article. The President shall read the complaint and report the findings and recommendations of the Board or appointed committee, and shall invite the defendant, if present, to speak on his own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.

b) At the discretion of the Board, expulsion may also take place by mail-in vote consisting of a 2/3 majority of all eligible voting members in favour of expulsion. Proxy voting is not permitted.

## 12. AMENDMENTS

### 12.1 Proposal for Amendments

Amendments to the constitution, the by-laws may be amended at any time provided a copy of the proposed amendment has been mailed by the secretary to each member in good standing on the date of mailing, accompanied by a ballot on which he may indicate his choice for or against the action to be taken. Dual Envelope procedure shall be followed in handling such ballots, to assure secrecy of the vote. Notice with such ballot shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Secretary to be counted. A two thirds (2/3) majority vote of all eligible voting members is required to affect the amendment. Voting must be by mail-in ballot.

### 12.2 Canadian Kennel Club Approval

No amendment to the constitution, by-laws, shall become effective until it has been approved by The Canadian Kennel Club.

## 13. DISSOLUTION

The Club may be dissolved at any time by providing to the CKC, written documentation signed by at least 2/3 of the members of that club who are in favour of this decision; proxies are not permitted.

In the event of the dissolution of the Club, other than for the purpose of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club, nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club.

After payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs as selected by the board.

## 14. ORDER OF BUSINESS

### 14.1 At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

Roll Call

Minutes of last meeting

Report of President

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Report of Secretary  
Report of Treasurer  
Reports of Committees  
Election of Officers and Board (at annual meeting)  
Election of new members  
Unfinished business  
New business  
Adjournment

- 14.2 At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows
- Reading of minutes of last meeting
  - Report of Secretary
  - Report of Treasurer
  - Reports of Committees
  - Unfinished business
  - Election of new members
  - New business
  - Adjournment

Approved by CKC February 2003, Amended March 2007