

**CONSTITUTION AND BY-LAWS
of the
Saskatoon Retriever Club**

1. The name of the Club shall be known as the SASKATOON RETRIEVER CLUB, hereby abbreviated to be the SRC.
- 1.2 The area of operation will be situated at the City of Saskatoon, in the Province of Saskatchewan, or at such other place or places in the said Province as may from time to time be determined by the Directors of the SRC.
2. OBJECTS
 - 2.1 The objects of the Club shall be:
 - a) To encourage and promote quality in the breeding of pure-bred retrievers and to do all possible to bring their natural qualities to perfection;
 - b) To do all in its power to protect and advance the interest of the breed and to encourage sportsmanlike competition at field trials and tests;
 - c) 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;
 - d) The Club shall be operated on a non-profit basis. Any resulting surplus shall not be used to the benefit of any member of the club;
 - e) The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.
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 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 three (3) types of memberships as follows:
 - a) Regular Member
 - b) Regular Life Member
 - c) HonoraryAll regular members must be members in good standing with the CKC and who subscribe to the purpose of this club.
 - 3.4 Dues

Membership dues shall be payable by the 1st day of each year. During the month of November, the Secretary shall notify each member that the dues for the ensuing year are payable.
 - 3.5 Application for Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this constitution and by-laws and the rules of The Canadian Kennel Club. Accompanying the application, the prospective member shall submit dues payment for the current year.

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3.6 Rejection of Membership

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

3.7 Termination of Membership

- a) Memberships may be terminated as follows:
 - 1) Resignation. Any member may resign from the Club.
 - 2) Lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of the fiscal year unless prior arrangements have been made with the Board of Directors.
 - 3) Expulsion. A membership may be terminated by expulsion as provided in Section 11 of these by-laws.

3.8 Voting Privileges

Unpaid membership dues shall constitute denial of voting privileges. Only regular members are entitled to vote.

4. GENERAL MEETINGS

4.1 The Annual General meeting of the Club shall be held in the month of October 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 a minimum of 8 regular members, 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 by any of the committee chairpersons or club executive.
- c) Such meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Notice of such meeting shall be communicated by the Secretary at least 7 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 8 regular members in good standing.

4.3 Board Meetings

The first meeting of the Board may be held in immediately following the election of the Board. Other meetings of the Board of Directors may 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. The Secretary shall conduct such meetings.

5. BOARD OF DIRECTORS

5.1 The Board

The Board of Directors shall be comprised of the Officers (President, Vice-President, Secretary and Treasurer) and Directors (as required in the club policy) all of whom shall be residents of Canada and members in good standing with the Club and the Canadian Kennel Club and who subscribe to the purposes of this club. The Club shall have five (5) Directors who are appointed for three (3) years and

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will be eligible to hold office during this time if they are paid up regular members of the Club. Directors shall be elected by secret ballot at any General meeting immediately after a vacancy occurs. Officers of the Club shall NOT be allowed to be elected as Directors. Officers shall be elected for a one (1) year 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 Board and General meetings of the Club and shall have such duties and responsibilities as specified in these by-laws.
- 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 all Board and General 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 Officers and Directors of their election to office, keep a roll of the current members of the Club complete with addresses and telephone numbers and carry out such other duties as are prescribed in these bylaws.
- 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 meeting of the Board and 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

The elected Officers and Directors shall take office on the 1st day of the month immediately 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 the 1st day of the month immediately following the election.

6. CLUB YEAR

The Club's fiscal year shall begin on the 1st day of October and end on the 30th day of September.

7. FINANCES

The club will 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 amendments to the constitution and by-laws which shall be decided by written ballot. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballot.

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9. ELECTIONS

9.1 Ballots

The Election of Officers and Directors shall be conducted by secret ballot. Ballots shall be counted at the meeting by three inspectors of election who are members in good standing. The person receiving the largest number of votes from each position shall be declared elected. If any nominee is unable to serve for any reason, such nominee shall not be elected and the vacancy so created shall be filled by the new Board of Directors in the manner provided by Section 5.3.

- a) Officers - The officers of the club shall be elected by the regular members of the club;
- b) Directors - The Directors of the club shall reside in the region, be members in good standing with this Club, and shall be elected by the members.

9.2 Nominations

- a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each office and for each other position on the Board of Directors and shall procure the acceptance of each nominee so chosen. Candidates shall not be nominated for more than one office or position. The Committee shall then submit its slate of candidates to the Secretary who shall communicate the list, including the full name of each candidate, to each member of the Club at least one (1) week prior to the General meeting.
- b) Nominations cannot be made at the Annual Meeting or in any manner other than as provided above.

10. COMMITTEES

10.1 Standing Committees

The Board may each year appoint standing committees to advance the work of the Club in such matters as field trials and tests, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Ad hoc committees may from time to time be appointed by the Board to aid the Board with specific projects.

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

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 like 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. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary.
- 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 or appointed committee.
- 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

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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

Expulsion of a member from the Club shall be accomplished at the next 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 fifty percent (50%) plus one (1) vote of those present shall be necessary for expulsion.

12. AMENDMENTS

12.1 Proposal for Amendments

Amendments to the constitution and the by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by ten members in good standing. Amendments proposed by such petition shall be considered by the Board of Directors at the next regular meeting and must subsequently be presented to the Board within ninety days (90) of the date when the petition was received by the Secretary.

12.2 Amendment by Vote

The constitution and 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 procedures 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. For constitutions and by-laws a two thirds (2/3) majority vote of all eligible voting members is required.

Proxies are not permitted.

12.3 Canadian Kennel Club Approval

No amendment to the constitution and 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 the club who are in favour of this decision. Proxies are not permitted. In the event of the dissolution of the Club, other than the purposes 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 but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs such organization being selected by the Board of Directors.

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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
- 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