**Canadian National Australian Shepherd Association**
**Constitution and/or By-Laws**
**Effective Date: 26 April 2026**

## 1. Name

The name of the club shall be The Canadian National Australian Shepherd Association hereinafter referred to as 'the club'.

## 2. Area of Operation

The club shall serve the area comprised of:
All of Canada
and shall be a National Club

## 3. Objectives

3.1 The objectives and aims of the club shall be to:

a. Exhibit and encourage respect and ethical sportsmanship to others at all events held under the CKC Rules and Regulations and any other sponsored activity or function of the club.

b. Hold the following CKC approved events including but not limited to Agility, Conformation (including ALT), Herding, Scent Detection and Sprinter.

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

d. Encourage and promote the Australian Shepherd and all its natural qualities.

e. Encourage and educate judges or prospective judges

f. Encourage respect and ethical treatment of dogs in general

g. Promote and support responsible dog ownership

h. Encourage and mentor new members in the various roles within the club to encourage club growth and foster a sense of community within the club

i. Encourage, protect and advance the quality in the breeding of purebred dogs and to do everything possible to bring their natural qualities to perfection

j. Work in co-operation with the Canadian Kennel Club and may further affiliate itself with organizations devoted to the objectives of the Club. [e.g. The Australian Shepherd Club of America (ASCA) and The United States Australian Shepherd Association (USASA)]

3.2 Specialty Shows

The Association will hold a "Specialty Show" at the Board of Directors/Executive discretion and in accordance with the CKC rules: Policy and Procedures Manual and the rule books for the associated events. All members of the Association, Executive, Board of Directors and public are eligible to participate in the Association's Specialty Show. Those persons having hired the Specialty Judge may not exhibit to or have dogs owned or co-owned shown to that Judge at that years Specialty Show. A Specialty Show must be held every 2 years at the Board of Directors/Executive discretion in accordance with the Canadian Kennel Club Rules.

3.3 Revision of Constitution:

Changes in this Constitution may be made only after proposed alterations have been published for comment in a monthly publication immediately followed with an email notification to all members and a post to the Facebook members group advising they have 30 days to comment on the changes. Upon conclusion of the 30-day comment period, an online vote or mail in ballot will be undertaken with the requirement that 2/3 of the eligible votes must be in favor of the changes. The only exception is the CKC Policy revisions that may require deeming changes to said Constitution to remain in compliance, changes will be made automatically, and the membership will be notified.

## 4. Principles

4.1 The club shall be an incorporated, not for profit club. Any resulting surplus shall not be used to the benefit of any member of the Association.

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

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

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

4.5 The Head Office by which Legalities will lay is the home Province of the President.

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## 5. Membership

5.1 The membership year shall be: The calendar year from January 1st to December 31st

5.2 Eligibility for Membership

Membership shall be open to all persons who are in good standing with the Canadian Kennel Club, who subscribe to the purposes of this Association and to all persons who agree and adhere to all of the following conditions:

(a) Each applicant for membership must agree to abide by the Club's Constitution and/or By-Laws;

(b) Application for membership in the club shall be received from individuals that currently own, previously have owned an Australian Shepherd or are enthusiasts of the breed;

(c) Applicants shall not engage in the buying or selling of dogs that are not purebred (i.e. miniature Australian Shepherds) with the intent of using those dogs to breed dogs that are not purebred. A purebred dog means a dog registered, or eligible for registration with the Canadian Kennel Club. Permanently adopting and paying adopting fees for a mixed breed Australian Shepherd (i.e. Non-Purebred Dog) does not prevent an applicant from being eligible for membership, as long as that dog will not be used for breeding purposes;

(d) Application for membership shall be open to all those who are interested in the welfare and responsible ownership of dogs;

(e) No person who has been found guilty in a court of law of offences related to actions in direct contravention of the Policy, Mission Statement and Code of Ethics of the CKC, CNASA or any other CKC recognized national kennel club, registry body or any other association incorporated under the Animal Pedigree Act the club shall be eligible for membership;

(f) No person who has 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 shall be eligible for membership;

(g) Application for membership in the club shall be received from individuals living in any location in Canada and will be considered from residents of countries other than Canada at the discretion of the Board of Directors;

(h) No person shall remain indebted to CNASA for a period greater than two (2) months after the due date for payment of fees;

(i) Applicants must have paid the annual membership fee;

(j) That they shall never act or perform in a manner which may be deemed as contrary to the basic principles and objects of CNASA and/or contrary to the best interests of CNASA and its members.

5.3 Types of Membership

(a) Provisional Membership: New members are automatically designated Provisional members for at minimum ONE year, at the end of which they may apply for General, Regular, Family or Breeder Membership. Provisional members pay dues, are entitled to the CNASA Newsletter and can participate in all CNASA events/seminars, but are not entitled to vote or hold office. Provisional Members are encouraged to volunteer at events held by the club as outlined in the application form.

(b) General Membership: General membership is for members that wish to be members but do not want to participate in the voting aspects of the club (i.e. Changes to the Clubs Constitution/Code of Ethics, Changes to the Breed Standard). General members pay dues, are entitled to the CNASA Newsletter and can participate in all CNASA events/seminars, but are not entitled to vote or hold office. General Members are encouraged to volunteer at events held by the club as outlined in the application form.

(c) Regular (Individual) Membership: One Individual over 18 years of age and allows for all club privileges including the right to vote and hold office. Regular Members must have held a Provisional Membership for ONE FULL YEAR and must apply to have their name and province of residence published for comment.

(d) Family Membership: Family membership is for two life partners and all children under the age of 18. The membership allows for both adult voting members to hold office, vote and are entitled to the CNASA Newsletter.

(e) Junior Membership: Open to children under the age of eighteen (18) years and may automatically convert to a Provisional Membership at the age of eighteen (18) years. Junior members do not pay dues, but are entitled to all club privileges except for voting or holding office.

(f) Breeder Membership: Individuals over 18 years of age that have established themselves as breeders of Purebred Australian Shepherds for a period of ONE YEAR and are dedicated to producing quality examples of the breed. Breeder Members enjoy all club privileges including the right to vote and hold office and to be listed as a reputable breeder on the Breeder List.

(g) Associate Membership: Individuals who are not Canadian residents (or its territories and possessions) shall be entitled to all Club privileges with the exception of voting and holding office.

(h) Lifetime Membership: May be awarded by a majority vote of the club to individuals from among the membership who have made significant contributions to the club and the Purebred Australian Shepherd breed. Lifetime members do not pay dues, but are eligible to vote and hold office.

(i) Breeder Associate (fee waived). Breeder Associate membership is open to anyone who has acquired a dog from a current CNASA member in the current calendar year. This is a non-voting membership. The membership includes the CNASA Newsletter. Breeders may offer a one-time Breeder Associate membership to the purchasers of their dogs. Upon acceptance, the breeder shall supply the Secretary with the name, address, phone number, and email address of the recipient(s).

5.4 Application for General or Non-Voting Memberships

(a) Membership application and fees are to be completed in its entirety and submitted to the club via the club website. Applications received past January shall be considered payment for the current year only.

(b) Members may contact infocnasa@gmail.com for other information, alternate ways to submit an application, and/or alternative payment methods

(c) The applicant agrees to abide by this Constitution and By-laws, CNASA Code of Ethics and The Canadian Kennel Club By-laws and Code of Ethics. The applicant will receive from the Association Secretary a current copy of the Constitution and By-Laws and Code of Ethics, as well as a link to the CKC By-laws and Code of Ethics.

Application for Regular or Voting Memberships

(d) Must complete and meet all the requirements (a) through (c) in section 5.4 above;

(e) The applicant will have their name and province of residence published for comment in one (1) issue of the Association's Quarterly Magazine, or sent through email to all CNASA members and posted on the groups Facebook. Any comments from the Membership must be received within 30 days of being published for comment. Accompanying the application, the prospective member shall submit dues payment for the current year.

5.5 Membership Fees

(a) Membership fees will be reviewed and set annually by the Board of Directors at the AGM
(b) Membership fees are payable by the first day of the Club year. Any member who has not paid their membership fee sixty (60) days past the renewal date of the current year will be removed from the rolls and be ineligible to vote regardless of their previous membership type
(c) If any member is in financial distress, his/her/their fees may be waived by a majority vote of the Board on a case-by-case basis
(d) Membership fees shall not be prorated. If you become a member in a month other than the beginning of the Club year, membership fees shall be due again at the beginning of the Club year
(e) The Treasurer shall collect and record the fees submitted
(f) During the month of November or December the Secretary shall notify each member by email using the Members list, and messages posted to both the private and public Facebook pages, that the dues for the ensuing year are payable.
(g) Dues can be paid with cheque, money order, or e-transfer to cnasatreasurer@gmail.com. If the cheque goes NSF, a minimum $40.00 service fee will be issued to the signer of the NSF cheque. An NSF cheque does not constitute membership.
(h) All dues will be in Canadian currency. All membership fees are non-refundable.

5.6 Approval of Membership

(a) National Club Membership is available to any individual related to the breed, unless that individual has been found guilty in a court of law of offences related to actions in direct contravention of the Policy, Mission Statement and Code of Ethics of the CKC and/or the club. Membership will be denied or not renewed to those who have had CKC membership privileges suspended or terminated, or have been found guilty in a court of law on any charge relating to cruelty of animals.
(b) An applicant who does not meet the eligibility criteria in Section 5.2 or does not align with the club's Code of Ethics will not be granted membership to the club.
(c) An applicant whose membership application has been rejected/denied will be provided with a reason for such rejection/denial, in writing, within thirty (30) days of the decision.
(d) All Non-Voting Membership Applications shall be accepted as Provisional members for one-year prior to being eligible to apply for Regular or Voting Membership.
(e) All Voting Membership Applications shall be forwarded to the Board of Directors. Applications shall be added to the agenda for the next Board meeting. Applicant names shall be posted to private social media page and/or emailed out to members for comment for a period of thirty (30) days. If no valid objections are raised based on eligibility or the club's Code of Ethics, the application will be deemed accepted.

(f) New breeder members shall have the opportunity to apply to the club's Breeder Membership after having held a Provisional Membership for ONE FULL YEAR.

5.7 Termination or Suspension of Membership

(a) Any member suspended, debarred, expelled or deprived from the privileges of The CKC shall, without notice, be suspended from the privileges of this Club for a like period.
(b) Upon termination or suspension of membership, all records, property and related paraphernalia of the club shall be returned to a current club officer immediately.
(c) Resignation: Any member in good standing may resign from the club upon verifiable written notice to the Secretary, but no member may resign when in debt to the club. All materials belonging to the club must be surrendered in proper condition to the Secretary no later than ten (10) days after resignation of membership. Obligations other than membership fees are considered a debt to the club and must be paid in full prior to resignation
(d) Lapsing: A membership shall be considered lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of the club year. If any member is in financial distress, the Board may grant thirty (30) days of grace to such members or waive the membership fee entirely by a majority vote of the Board on a case-by-case basis. In no case may a person be entitled to vote or hold office whose fees are unpaid.
(e) Suspension: Membership may be suspended as a result of discipline, as outlined in Conflict Resolution section of this document. Membership fees shall not be refunded in such cases.
(f) Deceased: Any member who passes away shall be so recorded by the Secretary immediately and no further correspondence shall be forwarded to the address of record.

5.8 Voting Privileges

(a) Regular, Family, Lifetime or Breeder Members in good standing are entitled to vote.
(b) The absence of a voting member from three (3) consecutive annual general meetings, unless excused by the Board, shall result in a membership status change from voting to non-voting. The Board shall consider all written requests for excusal with confirmed delivery receipts. There shall be no reduction in membership fees in such cases.
(c) An individual must be a member for ONE FULL YEAR prior to being able to apply for a category with voting privileges.
(d) Unpaid membership dues shall constitute denial of voting privileges.
(e) Regular, lifetime and breeder membership equal 1 vote. Family membership equals 2 votes. No General, Junior, Associate or other non-voting memberships will be allowed a vote.

5.9 Membership Contact Information

Members shall provide the Club with their postal addresses, telephone numbers and electronic addresses at the time of application. Any subsequent change of contact information shall be provided to the Club within thirty (30) days of such change. The Club collects and may use this contact information for the purposes of Club business and administration.

5.10 Delivery of Notices

Notices may be transmitted electronically or mailed or dispatched by a commercial carrier to the last known address in the records of the Club. Such notices shall be deemed to have been given at the time they are electronically transmitted or personally served or deposited with the post office or commercial carrier.

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## 6. Board of Directors & Zones

6.1 Executives

(a) The executives of the club shall be the President, Vice-President, Secretary and Treasurer. The Secretary and Treasurer may be combined into one role.

(b) The Executives of the club must be members of The Canadian Kennel Club and the Canadian National Australian Shepherd Association in good standing.

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

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

(e) Club executives must be residents of Canada.

6.2 Directors

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

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

(c) The club shall maintain a minimum of four (4) or more director positions. Directors must be distributed across the country, covering all 3 regions as required by CKC Club Policy.

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

6.3 Board of Directors

(a) The Board of Directors shall hereinafter be referred to as 'the Board', which shall be composed of Executives (President, Vice-President, Treasurer and Secretary, or combined Secretary/Treasurer) and Directors. Officers and Directors must be distributed across the country. No more than two Directors may be elected from any one region and Directors must reside in the region they represent.

(b) Members of the Board of Directors (Executives 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:

i. All zones west of Ontario plus Yukon, Northwest Territories and Nunavut;
ii. Ontario
iii. All zones east of Ontario

6.4 Duties and Responsibilities

(a) The President shall

Preside at all club meetings and call Special Meetings of the Board. The President shall ensure the club's Constitution and By-Laws are current and adhered to by all members of the club. Any other duties that the club deems applicable to the office of the President shall be assigned to the President. The President may delegate duties to the Vice-President and/or other members of the Board as required. The President will have the deciding vote in the instance of a voting tie

(b) The Vice-President shall

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

(c) The Secretary shall

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

(i) notify the membership of meetings;

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

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

(iv) notify new members of their membership status;

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

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

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

(viii) have charge of correspondence; and

(ix) issue notices regarding discipline proceedings

(d) The Treasurer shall

The Treasurer shall attend all club meetings, collect and receive all monies paid to the club and be responsible for deposits to the designated bank account in the name of the club. The financial records shall, at all times, be open to inspection by the board. A report shall be given at every meeting regarding the finances of the club and every item of receipt or payment not previously reported. At the AGM, an accounting shall be rendered of all monies received and expended during the previous fiscal year. The Treasurer will make sure that "the application for club renewal" with the CKC is filled out and that payment is issued for the appropriate amount in a timely manner. The Treasurer may also assist the Secretary in their duties at the direction of the Secretary.

(e) The Directors shall

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

6.5 Execution of Documents

(a) The President or Vice-President, together with the Secretary/Treasurer, shall sign contracts, documents or instruments in writing requiring the signature of the club. No two signing authorities of the Association will be members of the same family, living common-law or living in the same residence (family dwelling).

(b) All contracts, documents, or instruments in writing so signed shall be binding upon the club without any further authorization or formality.

(c) Electronic signatures by the same combination of authorized signing authorities herein will be considered the same as if written signatures were provided in person

(d) No officer or director, or member of the Association shall receive any remuneration for their services. Payments shall not be undertaken without the consent of the Board.

(e) Online access to the bank account will be granted to the Treasurer, President and Secretary. The Bank of Choice will be a National Bank in Canada. All funds will be held in the country of Canada. No payments will be undertaken without Board approval.

6.6 Vacancies

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

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

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

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

(iv) they pass away

(b) The Vice-President shall automatically become the Acting President should the position of the President become vacant during the year

(c) Any Board vacancy, other than that of the President, occurring during the year shall be filled for the remainder of the position's term by a majority vote of the Board

(d) An office shall automatically become vacant if the Board member is absent for more than two (2) meetings in a year, unless excused by the President

(e) Each retiring Board member shall turn over all properties and records relating to that office to their successor within 30 days after the election or on the date designated by the current Board

(f) Notwithstanding the foregoing, if the vacancy due to failure to elect occurs in the office of President and Vice President, and no eligible member is willing or able to serve in such office(s), the organization shall enter a maintenance status. During maintenance status:

i. No new initiatives, programs, contracts, or financial commitments outside the ordinary course of business shall be undertaken.

ii. The Board of Directors shall limit actions to those necessary to preserve the organization's legal standing, financial integrity, and essential operations.

iii. The Board may designate one of its members to perform only those ministerial duties necessary to maintain compliance with legal, financial, and administrative obligations.

iv. The organization shall make reasonable efforts to fill the vacancy as soon as practicable.

Maintenance status shall continue until a President and/or Vice President is duly elected or appointed in accordance with these Bylaws.

6.7 Term of Office

a) The offices of President and Treasurer shall have a term of 2 Years to begin on January 1st after the election is declared and end on December 31st following their 2 Years of service (unless elected to a second term)

b) The offices of Vice-President and Secretary shall have a term of 2 Years to begin on January 1st after the election is declared and end on December 31st following their 2 Years of service (unless elected to a second term)

c) Directors shall be elected by the members residing in the region in which the director resides for a period of 2 Years to begin on January 1st after the election is declared and end on December 31st following their 2 Years of service (unless elected to a second term) or until their successors have been elected

d) Individuals may not hold office in perpetuity

e) Executive members may not serve more than 2 consecutive terms.

## 7. Elections

7.1 An election of the Board of Directors shall take place every two (2) years and will be administered by the Election Committee, which shall be appointed in accordance Section 8 herein.

7.2 To be eligible to vote, nominate or be elected or appointed to office, a member must meet the following requirements on the day nominations open:

i. be a member in good standing;
ii. be resident in the relevant regions;
iii. have completed one (1) year continuous membership in the Club with a voting membership; and
iv. have attained the age of nineteen (19) years.

7.3 A member may not be a candidate in an election year if the member was elected to the Board in each of the two (2) consecutive years immediately preceding that election year.

**8. Nominations** (** See Appendix I - Suggested timeline)

8.1 A Nomination Committee shall be chosen by the Board of Directors a minimum of 120 days (4 Months) before elections that are to take place starting November 1st of the election year (with a 30-day voting period). The committee shall consist of at minimum three (3) voting members, all in good standing from different areas of Canada. The Nomination Committee shall designate one (1) member of the committee as Chair. The individual collecting the nomination forms should not be standing in the election.

8.2 The Nomination Committee shall gather nominations from eligible members for each Board position, whilst considering the regional requirements of Section 6.1 to 6.3. A Candidate may be nominated by any member of the Association. The nomination of candidates by members must be sent to the Nomination Committee. The Nomination Committee will check eligibility of the Nominees. All nominees must have been voting club members in good standing for ONE YEAR to be eligible for a position on the Board. Nominees will then be notified of their nomination by the Nomination Committee and provided with the corresponding Nomination Acceptance Form. The Nominee must sign The Nomination Acceptance Form to accept the nomination and send it back to the Nomination Committee by the nomination deadline (14 days prior to the start of the voting period). The Nomination Committee shall check the list of members who dues are paid for, and shall certify the eligibility of the voters.

The Nomination Committee shall email the list of candidates, including the full name of the candidate and the province in which the person resides, to each eligible voting member of the club a minimum of five (5) days before the voting period.

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

8.4 No person shall be a candidate for more than one position (except in the case of the Secretary/Treasurer positions being combined)

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

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

8.7 All positions must be nominated, and the corresponding acceptance form must be signed and sent back to the Nomination Committee, regardless if running for a second term.

8.8 If no eligible candidate is nominated or elected to an office, the position shall remain vacant until filled pursuant to the vacancy provisions (6.6) outlined in these Bylaws.

## 9. Voting

9.1 A voting platform or method shall be defined by the Nomination Committee. An online platform is deemed an acceptable voting platform for the elections.

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

9.3 Candidates with the majority of votes on the ballots returned (or Online Votes) shall be declared the winners.

9.4 If no valid additional nominations are received by the Nomination Committee a minimum of fourteen (14) days before the election, the Chair shall declare the slate of the Nomination Committee elected and no ballot (or Online Vote) shall be required. An email will be sent to the Board and Members to inform that the slate of the Nomination Committee is elected and no election will be required.

9.5 If one or more nominations of members in good standing are received by the Nomination Committee a minimum of fourteen (14) days before the election, the Nomination Committee shall direct the Chair to provide a ballot (or Online Vote) to any member eligible to vote, listing all of the nominees for each position with the names of the provinces in which they reside (if applicable). Members must return the ballots to the Nomination Committee a minimum of three (3) days before the election.
The Secretary shall forward the returned ballots to the Nomination Committee and the Committee Chair shall certify the results of the voting in person or by videoconference with the rest of the Nomination Committee.

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

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

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

## 10. Meetings

10.1 Annual General Meeting

(a) The AGM shall be held in April of each year on a date and time designated by the Board of Directors.

(b) Notice of the AGM shall be emailed or posted online to all members by the Secretary 60 days in advance of the date

10.2 Virtual Meetings

(a) Virtual Meetings may be called by the President or by the majority vote of the Board who are at a meeting of the Board

(b) Virtual Meetings may be called upon receipt of a petition signed by 50% of club members who are in good standing sent to the Secretary

(c) Virtual Meetings shall be held via teleconference or videoconference as designated by the Board.

(d) Notice of Virtual Meetings, once approved by the President, shall be sent by the Secretary 30 days in advance of the date. The notice of the meeting shall state the purpose of the meeting and no other business may be transacted

10.3 Special General Meetings

(a) Special Meetings may be called by the President or by the majority vote of the Board who are at a meeting of the Board

(b) Special Meetings may be called upon receipt of a petition signed by 50% of club members who are in good standing sent to the Secretary

(c) Special Meetings shall be held at such times and places or via teleconference or videoconference as designated by the Board.

(d) Notice of Special Meetings, once approved by the President, shall be sent by the Secretary 30 days in advance of the date. The notice of the meeting shall state the purpose of the meeting and no other business may be transacted

10.4 Board Meetings

a) Board Meetings shall be held on the second Tuesday of the months of January, April, September, and December (unless otherwise approved by majority vote of the Board) at such times and places or via teleconference or videoconference as designated by the President or by a majority of the Board.

b) A Board Meeting shall be held immediately after any election.

c) Notice of other Board Meetings shall be sent by the Secretary via email a minimum of fourteen (14) days in advance of the date.

d) Members of the Board may also conduct other business, including disciplinary hearings, in person or by teleconference or videoconference or electronic messaging

e) Items requiring a vote shall be put on the agenda of the next Board Meeting. If the President and Vice-President determine that a vote is needed before the next Board Meeting, it shall be voted on using an electronic form.

10.5 General Membership Meetings

a) General Membership Meetings may be called by the President or by the majority vote of the Board who are at a meeting of the Board.

b) Notice of General Meetings, once approved by the President, shall be sent by the Secretary 30 days in advance of the date.

c) General Meetings shall be held at such times and places or via teleconference or videoconference as designated by the President or by a majority of the Board.

10.6 Quorum

a) The quorum for the AGM shall be 20% of the members in good standing

b) The quorum for Special Meetings shall be 20% of the members in good standing

c) The quorum for voting at Board Meetings shall be a majority of the Board

d) The quorum for voting in club elections shall be 20% of the eligible voters

## 11. Finances

11.1 The financial year or Club year shall be The calendar year from January 1st to December 31st

11.2 Financial signing authorities for the Club account shall be President or Vice-President, together with the Secretary/Treasurer. Financial signing authorities must not reside in the same household.

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

## 12. Committees

12.1 At its discretion, the Board of Directors may appoint Standing or Ad hoc Committees by a majority vote to further the interests of the Club in the areas of, but not limited to, elections, events, discipline, membership, procurement and any other project that may require the resources of a committee. Committees shall always be subject to the final authority of the Board of Directors/Executive.

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

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## 13. Discipline, Complaints, Suspension & Expulsion

13.1 Suspension Related to CKC or Criminal Convictions

1. Automatic Suspension – CKC
   Any member who is suspended, debarred, expelled, or deprived of privileges by the Canadian Kennel Club (CKC) shall, without notice, be automatically suspended from the privileges of the Association for the same period.
2. Animal Abuse Convictions
   Any individual who has been charged and found guilty provincially or federally of criminal abuse of animals is barred from obtaining membership. If a current member is convicted of such an offence, they shall automatically lose all membership privileges.

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13.2 Discipline Committee

1. Formation
   A Discipline Committee of no fewer than five members in good standing shall be formed through a call for volunteers and approved by the Board. The Committee members must:
   - Not be current members of the Board of Directors.
   - Not be former Board members whose term ended within the past two years.
   - Have a thorough understanding of the Association's Constitution, By-laws, and Code of Ethics.
   - Be impartial, unbiased, and free from any conflict of interest.

2. Term of Committee
   A new Discipline Committee shall be formed for each complaint, and the Committee shall be dissolved once that complaint is resolved.

3. Committee Chair
   The Committee shall appoint a Chair from among its members.

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13.3 Complaints Against Members

3.1 Filing a Complaint

1. Any member may file a complaint against another member for:
   - Misconduct prejudicial to the best interests of the Association;
   - Violations of the Constitution, By-laws, Code of Ethics; or
   - Violations of the CKC or CNASA rules, By-laws, or policies.
2. Complaints must:
   - Be submitted in writing to the Secretary;
   - Be accompanied by a $50 deposit, which is returned if the complaint is upheld;
   - Include supporting evidence;
   - Be in the form of a sworn statement or affidavit.
3. If the complaint is against the Secretary, all responsibilities assigned to the Secretary shall be carried out by the President (or Vice-President if applicable).
4. A member who is under formal disciplinary citation may not file new complaints until their case is resolved.

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3.2 Initial Review

1. Upon receiving a complaint, the Secretary shall promptly forward it to the Board for review.
2. The Board shall determine whether:
   - The complaint alleges conduct that, if proven, would be prejudicial to the Association; and
   - Sufficient grounds exist to proceed.
3. If insufficient grounds exist, the complaint may be denied, or returned to the complainant for additional evidence. Both parties shall be notified of the Board's decision.
4. If grounds exist, the Secretary shall initiate a call for volunteers to form the Discipline Committee.

13.4 Notice to Parties & Scheduling

1. Within 30 days of deciding to proceed, the Secretary shall send copies of the complaint and notice of hearing to:
    - The defendant,
    - The complainant, and
    - Members of the Discipline Committee.
2. Hearings shall be scheduled no later than 90 days after receipt of the complaint.
3. Both the complainant and defendant shall be notified of the date and procedure of the hearing at least 30 days in advance.
4. Notice to the defendant must be sent via registered mail and must include:
    - A copy of the charges;
    - The date, time, and manner of hearing (in person, teleconference, or videoconference);
    - The defendant's right to appear, present evidence, and bring witnesses.

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13.5 Limits on Jurisdiction

1. The Discipline Committee will not hear complaints involving contractual disputes between members when no violation of the By-laws or Animal Pedigree Act is alleged. Such complainants may be advised to seek civil remedies.
2. Any matter before the Discipline Committee related to ongoing legal proceedings shall be held in abeyance until those proceedings conclude if the outcome could affect the Committee's decision.

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13.6 Discipline Hearings

1. Hearings may be conducted in person, by teleconference, or videoconference.
2. Both the complainant and defendant must be treated fairly, in accordance with the principles of natural justice, and afforded the right to be heard.
3. Both parties may be represented by a person of their choice; however, the Committee shall determine whether counsel may attend, and the ruling must apply equally to both parties.
4. Order of Proceedings (in accordance with CKC guidelines):
    - Call to Order
    - Chair's Opening Remarks
    - Complainant Presentation
    - Defendant Presentation
    - Questions from the Committee
    - Committee Deliberations

5. If the complaint is upheld by a majority vote, the Committee may impose appropriate disciplinary measures, including reprimand or suspension.

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13.7 Decisions & Notifications

1. The Discipline Committee's decision shall be documented in writing and filed with the Secretary immediately after the decision is reached.
2. Within 30 days, the Secretary shall notify both the complainant and the defendant, via registered letter, of:
    - The decision;
    - Reasons for the decision;
    - Any penalties imposed;
    - Names of those involved in making the decision.
3. Decisions of the Discipline Committee may only be altered by the Appeal Committee. The Board of Directors/Executive may not vary or overturn a Discipline Committee decision.

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13.8 Complaints Against Members of the Executive

1. Complaints alleging misconduct, misrepresentation, or breach of the By-laws by members of the Board must be submitted in writing to the Secretary with supporting evidence.
2. If the complaint involves the Secretary, it must be submitted to the Vice-President, who will forward copies to the full Board.
3. The Board must respond to the complainant within 30 days with a resolution.
4. If the complainant is unsatisfied, they may request in writing that the matter be presented at a Special General Meeting, at which the membership will vote on whether the complaint is justified.
5. If the complaint is deemed justified by majority vote, the resolution will be presented in the form of a motion, and the membership's majority decision will govern.

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13.9 Expulsion

1. Permanent expulsion of a member requires:
    - That conflict resolution processes under Section 13 (Complaints & Discipline) have been exhausted or deemed insufficient; and
    - A Special General Meeting of the membership (or appointed Committee).
2. Expulsion requires a vote of 70% of members present.

3. Grounds for expulsion include:
    - Mistreatment of any animal;
    - Theft or falsification of documents;
    - Violating rules of events held by other clubs or organizations.
4. Written notification of expulsion, including reasons, decision-makers, and penalties, shall be filed with the Secretary and sent to both complainant and defendant within 30 days; notification to complainant must be by registered mail.

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13.10 Resignation During Disciplinary Proceedings

1. A member who resigns after charges have been filed, or who allows membership to lapse in the year the charges were sustained, may not reapply for a minimum of five (5) years following:
    - The date of resignation or lapse, or
    - The end of any suspension, after which reapplication requires sponsorship by five (5) members in good standing.

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## 14. Appeal Process

14.1 Any person subject to any decision arising out of a complaint filed through the Club's internal disciplinary process may file an appeal. Appeals must be filed in writing and forwarded to the Club Secretary or Vice-President in the event the complaint is against the Secretary. The Secretary/Vice-President shall promptly send a copy of the appeal to each Board member and/or present them at a Board meeting.

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

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

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

## 15. Amendments

15.1 Constitution and By-Laws

- The Club shall have the power to add, modify, and/or rescind items in the Constitution & By-Laws according to the process outlined below.
- Amendments may be proposed by the Board or by written petition addressed to the Secretary signed by 75% of the membership in good standing.
- All proposals shall be accumulated and included in an agenda for the next AGM.
- All proposals shall be emailed to each member a minimum of thirty (30) days in advance of the AGM.
- The Secretary shall prepare ballots to be emailed to the general membership. Ballots must be returned to the Secretary via email by a specified date.
- Amendments to the Constitution and By-Laws require a 2/3 majority vote of the ballots received from members in good standing.
- Amendments shall be forwarded to the CKC Shows & Trials Division within thirty (30) days of being passed.

15.2 Breed Standard

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

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

## 16. Dissolution

16.1 Dissolution of the Club shall take place when there are less than four (4) members in good standing remaining, when there is written consent of not less than 66% of the members in good standing]. No property, assets of the Club, nor any proceeds thereof shall be distributed to any members of the Club. After all payment of debts of the Club, its property and remaining assets shall be donated to a charitable organization for the benefit of, such organization being selected by the Board of Directors at the time of dissolution.

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

## 17. Rules of Order

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

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

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Approval of Constitution and By-Laws by The Canadian Kennel Club:
April 26, 2026

Approval of Constitution and By-Laws by Board of Directors of the Club:
April 26, 2026

President: Patrick Payette

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Secretary: Sylvia Swaenepoel

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Vice-President: Tonia Bogart

_____

Treasurer: Shannon Cole

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# APPENDIX I (Election Timeline)

**June 1st** – Board Reaches out to Eligible Members to be on the Nomination Committee

**July 1st** – Appointment of Nomination Committee (By the Board)

**September 1st** – Nominations of Election Candidates Open
- Nomination Forms Presented to Membership
- Nomination Acceptance Forms sent out to Nominees once eligibility has been verified and until the Nomination Deadline.

**October 18th** – Nomination Deadline*
*No Further Nominations Accepted.

**October 25th** – Nomination Acceptance Deadline*
*If no valid additional nominations are received by the Nomination Committee by the Nomination Deadline, the Chair shall declare the unopposed candidates as re-elected and no ballot (or Online Vote) shall be required.

**October 27th** – Official List of Candidates Sent to Membership

**November 1st** – Election Period Starts

**November 28th** – Return of Paper Ballots (if applicable)

**December 1st** – Voting Ends

**December 3rd** – Declaration of New Board