

The Canadian Scent Hurdle Racing Association



Bylaws

Bylaws of the Canadian Scent Hurdling Racing Association					
REV	DESCRIPTION	ORIGINATOR	REVIEWER	APPROVAL	DATE (DD-MON-YYYY)
Rev 10	Updated and Revised	A Hilton	Board of Directors	Board of Directors	2026-01-18
Rev 9	Updated formatting and added rule changes from 2023 AGM	Not listed	Not listed	Not listed	2024
Rev 8	Re-Issued for Use	G. Harris	E. van Husen	Not listed	May-2022
Rev 6	Re-Issued for Use	K. Wong	Board of Directors	Not listed	11-Jan-2016
Rev 5	Re-Issued for Use	A. Tatterson	Board of Directors	A. Labadie	31-Dec-2014
Rev 4	Re-Issued for Use	A. Tatterson	Board of Directors	A. McMillan	25-Jun-2014
Rev 3	Re-Issued for Use	A. Tatterson	Board of Directors	A. McMillan	02-Nov-2013
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Article I – Name and Objectives

1.1 Forms of Words

- a) Words in the singular include the plural, and words in the plural include the singular.
- b) Gender-neutral terms used in this document are intended to be inclusive of all genders.
- c) "May" is to be construed as permissive and empowering.
- d) "Must" or "required" is to be construed as a compulsory obligation.

1.2 Name and Area of Operation

- a) The name of this association shall be Canadian Scent Hurdle Racing Association.
- b) The official abbreviation shall be CSHRA.
- c) The Association will operate in Canada.

1.3 Objectives

- a) The objectives of the CSHRA are:
 - i) To protect and stimulate interest in the sport of Scent Hurdle Racing
 - ii) To encourage sportsmanlike competition at all Scent Hurdle Racing Tournaments
 - iii) To promote humane and positive motivational training methods through the sport of Scent Hurdle Racing.
 - iv) To set the regulations and standards pertaining to the sport of Scent Hurdle Racing in Canada
 - v) To educate the public on the sport of Scent Hurdle Racing.
 - vi) To support innovation in training and event formats that enhance the sport.
 - vii) To be the only official body for the recording of accumulated points towards individual dog points and dog titles.
 - viii) To conduct sanctioned and approved events under the rules of The Canadian Kennel Club (CKC) and abide by the principles of the CKC Code of Ethics
 - ix) To foster an inclusive environment for all participants, human and canine, regardless of background, breed or experience through Independent Tournaments.
 - x) To operate in accordance with applicable federal and provincial laws governing nonprofit organizations and animal welfare.
- b) The members of the CSHRA adopt and may revise bylaws as required to carry out these objectives.

Article II – Membership

2.1 Eligibility

- a) Any person interested in the sport of Scent Hurdle Racing may become a member.

2.2 Rights of Members

- a) Voting Rights - In order to be eligible to vote any person must:
 - i) be a member of the organization
 - ii) have held that membership for no less than 30 days before the vote in question
 - iii) be over 16 years of age
 - iv) have provided a unique email address to the secretary with their membership for contact purposes
 - v) those members who are eligible to vote have the right to vote at Annual General Meetings (AGMs) and Special Meetings on Bylaw Amendments, Elections and Major Organizational Decisions

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- b) Standing for Election - All members eligible to vote have the right to stand for election to the Board of Directors or Committees.
- c) Nomination Rights - All members eligible to vote have the right to nominate others for leadership roles.
- d) Participation in Events – All members have the right to participate in sanctioned events and competitions.
- e) Recognition and Awards – All members are eligible to earn awards, titles, or recognition programs offered by the CSHRA.
- f) Access to Information – All members have the right to receive notices of meetings, minutes, financial reports, and newsletters.
- g) Right to Records - All members have the right to inspect certain organizational records (e.g., financial statements, meeting minutes).
- h) Proposing Motions or Amendments – All members eligible to vote have the right to submit proposals or motions for consideration at meetings, and amendments to the bylaws.
- i) Appeal and Grievance Rights – All members have the right to appeal disciplinary actions or decisions affecting membership status.

2.3 Membership Year

- a) Membership in the CSHRA is based on the calendar year, January 1 through to December 31.

2.4 Membership Dues

- a) Membership renewal dues are payable on January 1 of each year or prior to a member's participation in any tournament for that membership year.
- b) New members may join and pay their dues at any time during the calendar year.
- c) Any membership renewal received by the CSHRA Treasurer in November or December will be valid through December 31 of the following year.
- c) All new membership and renewal forms must be submitted to the Secretary, and all associated dues should be sent directly to the Treasurer.

2.5 New Members

- a) Membership may be obtained by submitting a completed membership application form to the Secretary, or filling out and submitting the online membership form, and sending the appropriate membership dues to the National Treasurer.
- b) Any new membership received by CSHRA in November or December of a calendar year will be effective through December 31 of the following year.

2.6 Termination of Membership

- a) Memberships may be terminated for the following reasons:
 - i. Resignation - Any member in good standing may resign from the Association upon providing written notice to the Secretary
 - ii. Expulsion - A membership may be terminated by expulsion as provided in these by-laws.

Article III – Board of Directors

3.1 General Powers

- a) General management of the CSHRA is entrusted to the board, including ensuring that the Rules of Racing and Policies and Procedures of the Organization are kept current.

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3.2 Number and Composition

- a) The Board is comprised of the National President, National Vice-President, National Secretary, National Statistician, National Treasurer and Regional Representative(s).

3.3 Qualifications

- a) Directors must reside within the area of operation of the CSHRA

3.4 Election and Term

- a) Directors shall be elected by membership vote at the Annual General Meeting (AGM).
- b) Each Director shall serve a term of two years, beginning at the close of the AGM at which they are elected and ending at the close of the AGM in the final year of their term.
- c) To maintain continuity and effective governance, board terms shall be staggered so that, as nearly as possible, one-half of the board is elected each year.
- d) In EVEN years the following positions will be up for re-election: National President, National Secretary and Saskatchewan Regional Representative(s).
- e) In ODD years the following positions will be up for re-election: National Vice-President, National Statistician, National Treasurer and Alberta Regional Representative(s).
- f) When new Regional Director positions are established they will be put on the staggered schedule, in order to keep the Odd and Even years as similar as possible.
- g) Directors may serve consecutive terms if re-elected.
- h) Outgoing Directors shall transfer all properties and records related to their position no later than the date of the AGM.

3.5 Annual General Meeting

- a) The Annual general meeting (AGM) of the CSHRA will be held once each year at a place, date and hour designated by the Board.
- b) The Secretary will issue notice of the AGM to each member at least three (3) weeks before the meeting date.
- c) Written proxy votes will be accepted at all meetings but will not constitute part of the percentage in attendance required for a quorum.
- d) Members may attend virtually where available and be eligible to vote except where a physical ballot is required.
- e) Voting at the Annual General Meeting (AGM) is limited to members who are eligible to vote (2.2), who are either present at the meeting or who have provided their proxy to a member in good standing who is in attendance.
- f) Voting shall be by show of hands unless a ballot vote is requested by the President or by a majority of members present, or when written proxy votes are in use.
- h) Proxy votes may only be used for the election of the Board of Directors and for items listed on the meeting agenda.

3.6 Special General Meeting

- a) The Board may call a Special General Meeting (SGM) at any time by providing advance notice to the members.
- b) The Board must call a SGM within twenty-one (21) days of the Secretary receiving a formal request submitted electronically or physically, and endorsed by at least 33 1/3% or a minimum of fifteen (15) members in good standing.
- c) Signatures may be collected through secure electronic methods approved by the Board (e.g., email confirmation, e-signature platforms, or other verified digital formats).
- d) SGMS may be held in-person, virtually, or in a hybrid format as determined by the Board to best accommodate members.

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- e) SGMs will be held at a time, date, and place (or virtual platform) designated by the Board.
- f) The Secretary will issue notice of a SGM to each member at least three (3) weeks prior to the meeting date.
- g) Notices must be delivered by email at a minimum and may additionally be posted on the organization's website or social media channels at the discretion of the Secretary. The notice will indicate the purpose of the meeting.
- h) Only business outlined in the meeting notice shall be conducted unless additional related or emergent items are introduced and approved by a majority vote of members in attendance.
- i) Voting at SGMs may occur via show of hands, ballot, or secure electronic voting tools, as determined by the Board prior to the meeting.
- j) Voting at any Special General Meeting (AGM) is limited to members who are eligible to vote (2,2), who are either present at the meeting (in person or electronically) or who have provided their proxy to a member in good standing who is in attendance.

3.7 Board Meetings

- a) The first Board Meeting will be held as soon as possible following the election of the Board.
- b) Other Board Meetings will be held at times and places as agreed to by a majority of the Board
- c) Board meetings may be held in-person, virtually, or in a hybrid format as determined by the Board to best accommodate members.
- d) Meetings will be coordinated and documented by the Secretary.

3.8 Quorum

- a) Quorum for the Annual General Meeting (AGM) shall consist of thirty-three and one-third percent (33⅓%) of the members in good standing or the minimum fifteen (15) such members, whichever is less.
- b) Quorum for special general meetings is 33 1/3% of the members in good standing or the minimum fifteen (15) such members, whichever is less.
- c) Quorum for Board Meetings is the majority of Board members

3.9 Removal and Vacancies

- a) In the event of a vacancy on the Board of Directors, the Board may appoint a member in good standing of the CSHRA to fill the position for the remainder of the term.
- b) If the position of President becomes vacant, the Vice-President shall automatically assume the position of President. The resulting vacancy in the position of Vice-President shall be filled by a majority vote of the Board.

3.10 Regions

- a) The Board of Directors shall have the authority to establish, modify, or dissolve Regions as deemed necessary for the effective administration and representation of the CSHRA.
- b) The Board shall define the geographic boundaries and governance structure of each Region. Regional Directors for active Regions will be elected in accordance with bylaws of the CSHRA.
- c) Active Regions are those Regions that host at least one Tournament a year.
- d) All Regional activities and decisions must align with the CSHRA's bylaws and are subject to oversight by the Board of Directors.
- e) Current Regions are listed in CSHRA "Definitions"

Article IV – Officers

4.1 The Board

- a) The Board is comprised of the President, Vice-President, Secretary, Statistician, Treasurer and Regional Representative(s).
- b) Board members are elected for a two-year term, beginning at the close of the AGM at which they are elected and ending at the close of the AGM in the final year of their term.
- c) General management of the Association is entrusted to the Board.

4.2 Election of Officers

- a) Officers shall be elected at the AGM.
- b) Ballots: The election of Board members shall be conducted by ballot or show of hands at the Annual General Meeting (AGM).
 - i) Only ballots cast by members in good standing—whose membership dues are paid in full at least 30 calendar days prior to the AGM—will be counted.
 - ii) Two members in good standing, who are not current Board members or nominees on the ballot, shall be selected by the membership at the AGM to count the ballots.
 - iii) The candidate receiving the highest number of votes for each position shall be declared elected.
- c) Nominations: Nominations of eligible members may be submitted to the Secretary in writing no later than one (1) week prior to the AGM.
 - i) Each nomination must be signed by two (2) members in good standing and include a written confirmation from the nominee indicating their willingness to serve.
 - ii) Nominations may also be accepted from the floor at the AGM, provided they are supported by two (2) members in good standing and the nominee has indicated a willingness to accept the position.

4.4 Duties of Officers

a) President

The President shall:

- i) Chair all Board and General Meetings of the CSHRA; and
- ii) Carry out the duties and responsibilities outlined in these bylaws.

b) Vice-President

The Vice-President shall:

- i) Assume the duties and responsibilities of the President when directed by the President or when the President is unable to perform those duties.

c) Secretary

The Secretary shall:

- i) Record the minutes of all Board and General Meetings of the CSHRA, including the final outcome of votes in the order of business;
- ii) Receive and issue correspondence on behalf of the Association;
- iii) Maintain the roll of current members; and
- iv) Perform other duties as prescribed in the bylaws.

d) Treasurer

The Treasurer shall:

- i) Collect and receive all revenues of the CSHRA;
- ii) Deposit all funds into the Association's bank account, as approved by the Board;
- iii) Ensure that the books of the CSHRA are open to inspection by the Board at any time;

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- iv) Provide a financial report at every Board meeting and at the AGM; and
- v) Ensure that all financial records remain the property of the CSHRA.

e) Statistician

The Statistician shall:

- i) Record and maintain all official information for the CSHRA;
- ii) Track tournaments, races, and dog points, and provide updated dog points to team captains within a reasonable time after each tournament; and
- iii) Manage all Dog Registrations and Racing Numbers.

f) Regional Representatives

The Regional Representative(s) shall:

- i) Arrange for Scent Hurdle Tournaments to be included at licensed CKC Shows and/or Trials and ensure that they are advertised in Premium Lists (ideally before the start of the new year so that all teams are informed of available competitions);
- ii) Liaise with scent hurdle clubs/teams wishing to host Independent Tournaments, review their requests, and approve, or work with Club to resolve issues so they are approvable.
- iii) Oversee and approve Judges for each race and ensure that they are familiar with the regulations governing Scent Hurdle Racing;
- iv) Arbitrate disputes that may arise between teams or others involved in Scent Hurdle Racing, and, if necessary, seek assistance or guidance from the CSHRA or CKC Representation
- v) In the case of a formal protest, conduct a hearing to consider both sides and submit recommendations to the Board for decision;
- vi) Track and maintain records of Physical Limitation Letters of Permission, which must be resubmitted annually; and
- vii) Work in consultation with the host club to develop the tournament format.

Article V – Committees

5.1 Standing Committees

- a) The Board may appoint standing committees to advance the work of the CSHRA in matters as appropriate. These committees are subject to the final authority of the Board.

5.2 Committee Appointments

- a) Committee members shall be appointed by the Board of Directors and may include both Board members and non-Board members, provided they are members in good standing of the CSHRA.
- b) Any committee appointment may be terminated by majority vote of the Board upon written notice being issued to the appointee. The Board may appoint a successor.

5.3 Committee Authority

- a) Committees shall have the authority to perform duties as delegated by the Board, except for those matters that are specifically required to be handled by the Board.

Article VI – Non-Profit Status and Bank Account

a.1 Non-Profit Status

- a) The organization is incorporated as a not-for-profit corporation under the **Canada Not-for-profit Corporations Act, S.C. 2009, c. 23**, and no part of its income shall be payable to, or otherwise available for the personal benefit of, any director, officer, or member.
- b) Any surplus generated shall be used solely to advance the objectives of the Association and shall not be distributed for the personal benefit of any member.
- c) Surplus funds may be allocated toward future programs or operational reserves that support the sport of Scent Hurdle Racing.

6.2 Bank Account

- a) A separate and independent bank account shall be held in the name of the CSHRA.
- b) All cheques drawn from the CSHRA account must be signed by two authorized officers, one of whom shall be the Treasurer.
- c) Authorized officers include the President, Vice-President, Secretary, and Treasurer.

Article VII – Discipline

7.1 Canadian Kennel Club Suspension

- a) Any member who is suspended, debarred, expelled, or deprived of privileges by the Canadian Kennel Club shall automatically be suspended from participation in CKC-sanctioned tournaments of the CSHRA for the equivalent period.
- b) Such discipline shall not extend to participation in independent CSHRA racing events unless otherwise determined by the CSHRA Board.

7.2 Complaints

- a) Any member may submit a written complaint against another member for alleged misconduct detrimental to the best interests of the CSHRA or the sport of scent hurdle.
- b) The complaint must be filed with the Secretary.
- c) A deposit of \$50 is required for complaints related to the Code of Conduct.
- d) Complaints concerning dog aggression do not require a deposit.
- e) The deposit will be refunded if the complaint is upheld and forfeited if it is dismissed.

7.3 Hearing

- a) Within ten (10) days of receiving a complaint, the Board will strike an Ad Hoc Discipline Committee to hear the complaint.
- b) The Ad Hoc Discipline Committee shall be comprised of five CSHRA Members in Good Standing.
- c) The Secretary shall forward a notice of hearing and a copy of the complaint to the complainant, the respondent, and each member of the delegated Disciplinary Committee.
- b) A hearing shall be held within thirty (30) calendar days of receipt of the complaint, by the Disciplinary Committee appointed by the Board.
- c) A majority of the Committee members must be present for the hearing to proceed.
- d) If a complaint is filed against a sitting officer or director, they shall not serve on the Committee for the purposes of that matter.
- e) The Disciplinary Committee shall ensure that both the complainant and the respondent are treated fairly and in accordance with the principles of natural justice.

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- f) The Committee shall review the complaint and hear relevant evidence from all parties to the complaint.
- g) Following a review of all evidence presented, if the complaint is upheld, the Committee may recommend sanctions it considers appropriate, up to and including Expulsion, and shall report its recommendation to the Board.
- h) The Board retains the authority to review, appeal, or amend the Committee's decision, including the type or duration of sanctions, and must ratify the Committee's recommendation before it becomes final.
- i) If expulsion is recommended, the Board must approve the decision by a two-thirds (2/3) vote of its members. Proxy voting is not permitted
- j) Written notice of the final decision shall be provided to both parties within ten (10) business days of the decision by the Discipline Committee and the Board.

Article VIII – Indemnification

8.1 Indemnification of Directors, Officers, and Committee Members

- a) Each director, officer, and committee member of the Canadian Scent Hurdle Racing Association shall be indemnified by the CSHRA against all costs, expenses, and liabilities reasonably incurred in connection with, or resulting from, any action, suit, or proceeding to which they may be made a party by reason of serving, or having served, in such capacity.
- b) This indemnification shall not apply to matters arising from the individual's willful misconduct or dishonesty.
- c) The right of indemnification shall include amounts paid in settlement of any such action, suit, or proceeding when such settlement is determined to be in the best interests of the CSHRA.
- d) This right of indemnification is in addition to, and not in substitution for, any other rights to which a director, officer, or committee member may be entitled by law.

Article IX – Conflict of Interest

9.1 Conflict of Interest Policy

- a) The Board of Directors shall adopt and maintain a Conflict-of-Interest Policy to ensure that no director, officer, or employee of the Association has a financial, personal, or other interest that conflicts, or could reasonably be perceived to conflict, with their duties to the Association.
- b) Disclosure – All directors, officers, and employees must disclose any actual or potential conflict of interest to the Board promptly and in writing.
- c) Recusal – Any individual with a conflict of interest must abstain from participating in discussions or decisions related to the matter, unless the Board determines that the conflict is insignificant or can be appropriately managed.
- d) Oversight – The Board is responsible for reviewing disclosed conflicts, determining appropriate actions, and ensuring that decisions are made in the best interests of the Association.
- e) Consequences – Failure to disclose or appropriately manage a conflict of interest may result in disciplinary action, including removal from office or termination of appointment.

Article X – Amendments

10.1 Amendment Process

- a) Amendments to these Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary and signed by a majority of members in good standing.
- b) The Board shall review any proposed amendment at its next regular meeting and present the proposed amendment, together with its recommendation, to the membership within thirty (30) days of receipt.
- c) No Bylaw may be rescinded, altered, or added to except by *special resolution* of the Members, as defined in Section 1(d) of the *Alberta Societies Act*.
- d) A “special resolution” means a resolution passed at a general meeting:
 - i) by not less than seventy-five percent (75%) of the members entitled to vote who are present in person or virtually if available, and
 - ii) after not less than twenty-one (21) days’ notice specifying the intention to propose the resolution has been duly given.
 - iii) A special resolution may also be passed at a general meeting of which less than twenty-one (21) days’ notice has been given, if every member entitled to attend and vote at the meeting agrees in writing.
 - iv) A special resolution may also be passed in writing if consented to by all members who would have been entitled to vote on the resolution at a general meeting.
- e) Members may vote by proxy.
- f) Upon adoption, each rescission, alteration, or addition to these Bylaws shall be filed with the Registrar of Corporations (Alberta) in accordance with the *Alberta Societies Act*.
- g) The Alberta Regional Representative shall ensure compliance with this requirement.

Article XI – Dissolution

11.1 Dissolution

- a) The CSHRA may be dissolved by special resolution of the Members in accordance with the *Alberta Societies Act*. Proxy voting is not permitted.
- b) In the event of dissolution, and after payment of all debts and liabilities, none of the property or proceeds of the CSHRA shall be distributed to any members.
- c) All remaining assets shall be transferred to one or more registered Canadian charitable organizations as defined under the *Income Tax Act (Canada)*, to be selected by the Board of Directors.

Article XII – Books and Records

12.1 Maintenance of Records

- a) The Board of Directors shall ensure that all necessary books and records of the CSHRA required by the *Alberta Societies Act* or these Bylaws are regularly and properly maintained.
- b) The books, accounts, and records of the Secretary and Treasurer shall be reviewed at least once each fiscal year.
- c) The review may be conducted by:
 - i) a Chartered Professional Accountant or accounting firm authorized under the Chartered Professional Accountants Act, through a formal review engagement; or
 - ii) two members of the Association elected for that purpose at the Annual General Meeting.
- d) The method of review shall be determined by the membership at the Annual General Meeting.
- e) If an audit is required by the membership or bylaws, and a fee is charged, it must be performed by a qualified accounting firm.
- f) The books and records of the CSHRA may be inspected by any member of the CSHRA at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Secretary Treasurer.
- g) Each member of the Board shall at all times have access to such books and records.

12.2 Financial Statements

- a) A complete and proper statement of the Association's financial position—including assets, liabilities, revenue, and expenses—shall be prepared annually by the Secretary Treasurer or designated reviewer.
- b) The financial statements shall be:
 - i) approved by the Board of Directors
 - ii) presented to the membership at the Annual General Meeting.
 - iii) The financial statements may be accompanied by a review engagement report or member-led review summary, as determined under Article 12.1.

12.3 Fiscal Year

- a) The fiscal year of the Association shall be the calendar year.

Appendix A

Order of Business

The order of business at meetings of the Association and of the Board shall generally follow standard parliamentary procedure, including reports from officers and committees, unfinished business, and new business, provided that the order may be varied by majority consent of those present.

Roll call

Minutes of the last meeting

Report of the president

Report of the secretary

Report of the treasurer

Report of committees

Election of the Board (at the AGM)

Unfinished business

New business

Adjournment

At meetings of the Board, the order of business will be as follows, unless otherwise directed by a majority vote of those present:

Reading of minutes of last meeting

Report of secretary

Report of treasurer

Report of Regional Representatives

Report of committees

Unfinished business

New business

Adjournment