

THE CHATEAUGUAY VALLEY KENNEL CLUB  
CONSTITUTION AND BY-LAWS

**CONSTITUTION**

**ARTICLE 1**

- a. Name: **CHATEAUGUAY VALLEY KENNEL CLUB.**  
*Note: The Club is registered with the "Registraire des entreprises, Revenu Quebec" as 1148459176 LE CERCLE CHENIL DE LA VALLEE DE CHATEAUGUAY INC,*
- b. Address: The official address of the Club shall be the address of a Club officer living within the Area of Operation.
- c. Area of Operation: The area of operation of the Club shall be within an 80 km radius of Ormstown, Quebec.
- d. Objectives: The dissemination of knowledge of pure-bred dogs. The promotion and encouragement of activities to increase the enjoyment of ownership and breeding of pure-bred dogs.

**ARTICLE 2**

Canadian Kennel Club: The Club recognizes the Canadian Kennel Club (CKC) as the final authority on all matters pertaining to its activities, and as the final court of appeal on all matters that would come under its jurisdiction.

**ARTICLE 3**

- a. The Club: The Board of Directors and the General Membership shall be henceforth known as The Club.
- b. The Officers and Directors of the Club must be residents of Canada; must have been Regular members of the Club for at least one (1) year; and three (3) of the Officers, including the President, must be CKC Regular Members in good standing.
- c. The Executive Officers:  
President  
Past President  
Vice-President  
Secretary  
Treasurer
- d. The Board: Executive Officers of the Club  
Director, Membership: Elected  
Director, Performance: Elected  
Director: Elected  
Show Chairman: Appointed

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- e. Membership as defined in the By-laws:
  - I Life Membership
  - II Honorary Membership
  - III Regular membership
  - IV Junior Membership
  - V Family Membership

**ARTICLE 4 - Amendments**

4.1 Amendments to the Constitution and By-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary, signed by 10 members in good standing. Amendments proposed by such a petition shall be considered by the Board of Directors at the next regular meeting and must subsequently be presented to the Club within 90 days of the date when the petition was received by the Secretary.

4.2 Amendments may be made at the Annual General Meeting, or at a Special General Meeting called specifically for this purpose. The Secretary must advise the membership of any proposed changes to the Constitution and/or By-laws. Said notice must be sent by mail or e-mail at least 30 days prior to the meeting and all proposed changes may only be passed by a two-thirds majority vote of the general membership present at the meeting. Proxy votes are not permitted.

**ARTICLE 5 - Disbandment**

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 for purposes of re-organization, whether voluntary or involuntary or by operation of law, none of the property of the Club, not 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 shall be selected by the Board of Directors.

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**BY-LAWS**

**BY-LAW 1 - Membership**

**Section 1**

- a. Application for membership in the Club must be sponsored by two (2) Regular members in good standing, and must be submitted in writing; duly signed by the applicant and sponsors, and filed with the Membership Director. All fees must accompany the application.
- b. The membership year shall be from November 1<sup>st</sup> to October 31<sup>st</sup> each year.
- c. It shall be the duty of each member to notify the Secretary of any change in his/her mailing or e-mail address or telephone number.

**Section 2 – Membership Application Procedure**

- a. The Membership Director shall, at a regular general meeting immediately following receipt of an application, announce the name of the applicant and his/her sponsors, which are to be reported in the minutes of the meeting.
- b. The Membership Director must within the succeeding month. Review the application and providing no written objection has been received from any members in good standing; make his/her recommendation at the following meeting.
- c. The Membership Director must recommend to the Club that
  - I the applicant be rejected.
  - II the applicant be accepted as a Regular member.
- d. In the event that the original application is rejected, the Secretary shall inform the applicant by mail, with an explanation why his/her application has been rejected. All fees will be refunded.

**Section 3 – Membership Fees**

- a. Membership fees shall be reviewed at the Annual General Meeting provided that any proposed change is announced prior to the AGM. The fee rate shall be attached to the Constitution and By-laws as Appendix-1 and shall take effect for the new fiscal year.
- b. Membership fees shall be due November 1<sup>st</sup> of each year. Membership shall be considered lapsed if dues remain unpaid as of December 31<sup>st</sup>. Said member is not entitled to the privileges of the Club or entities to vote at any Club meeting until his/her debt has been eliminated. Within the Club year, a lapsed member may rejoin upon payment of the annual fees.

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**Section 4 – Membership Classes**

- a. Life Member** - Life Membership in the Club may be bestowed upon a person for his/her outstanding contribution to the world of purebred dogs, by a unanimous vote of the Club Members present at the Annual General Meeting. Also a person with twenty-five (25) continuous membership years in the club will automatically become a Life Member. Life Members are entitled to all privileges of the Club but must attend at least two (2) general meetings a year in order to maintain voting privileges.
- b. Honorary Member** - A person whom the Club deems worthy of such recognition and whose name has been submitted to, and approved by, a majority vote of the members at any general meeting of the Club. Such member shall have all the privileges of the Club except for voting and holding office. Honorary Membership shall be for the period of one (1) year.
- c. Regular Member** - A person who is at least eighteen (18) years of age and who has paid the annual membership fee. Regular members shall be entitled to all privileges of the Club and must attend at least two (2) general meeting a years in order to maintain voting privileges.
- d. Junior member** - A person under eighteen (18) year of age. Junior Members do not have the right to vote nor hold office, but have all the other privileges of a Regular Member. At the age of eighteen (18), a Junior Member will automatically become a Regular Member providing he/she has been a member for at least 1 year.
- e. Family Membership** - Shall include two (2) adults and minor children residing at the same address.

**Section 5 – Termination of Membership**

Termination of membership may occur as a result of resignation, failure to renew, expulsion by the Club, or as a result of deprivation, suspension, debarment, expulsion or termination of Canadian Kennel Club Membership as imposed by the Canadian Kennel Club's Discipline Committee

**Section 6 – Complaints**

- a.** Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary, together with a deposit of \$100.00 which shall be forfeited if the defendant is found **not guilty** at a hearing of the Board or of a Committee duly appointed for this purpose.

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- b. The Secretary upon receiving such a complaint, shall, within 30 days, 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 the 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 the majority of the appointed committee shall be present. Should a complaint be laid against the Secretary, then the President shall act in accordance with these By-Laws.
- d. 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 the 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 with thirty (30) days of the decision.
- e. Expulsion of a member from the Club shall be accomplished at an Annual General Meeting or Special Meeting of the Club following a proper hearing and upon the recommendation of the Board or Committee being provided as stated in Section 5 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/her own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.

**BY-LAW 2 – Elections**

- a. A General Election to elect members to the Board must be held at the Annual General Meeting, which is to be held in the months of October/November of each year.
- b. A nominating Committee shall be presented at the June General Meeting. The Committee will be chosen by the Board prior to the June meeting. The Nomination Committee shall consist of one member of the Board and two members at large. The Committee will elect a Chairman to call meetings and report for the Committee.
- c. The duty of the Nominating Committee will be to select the Board and three Directors and present it to the Club Secretary at least 45 days prior to the Annual General Meeting so that the Secretary can mail or e-mail this proposed slate, and the time and location of the meeting to all members at least 30 days prior to the Annual General Meeting. This shall in no way inhibit the nomination of candidates other than those proposed.
- d. Additional nominations may be made at the Annual General Meeting. Such nominations must be made and the nominee must acknowledge his/her acceptance at that time. A member who is not present at the Annual General Meeting cannot be a candidate unless written acceptance is presented at the time of nomination

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- e. Nominations must be closed by a motion from the floor and a secret vote will be taken for any contested position.
- f. An Election Chairperson shall be appointed by the Board prior to the Annual General Meeting and shall preside over the election. Any member in good standing, who is not running for office, may act as Election Chairperson. The Chairperson will appoint one or more scrutineers.
- g. Only members in good standing, having attended at least two (2) general meetings and present at the Annual General Meeting may vote. The voting shall be by secret ballot only and an election shall be by a majority vote. Proxy voting is not allowed. At the completion of the election, the Election Chairperson will destroy the ballots.
- h. With the exception of the Immediate Past President, the Officers of the Club will be elected for the period of one year only, but may be eligible for re-election. The Show Chairman shall be selected by the Board prior to the September General Meeting and shall then become a member of the Board.

### **BY-LAW 3 – Duties of the Officers**

- 1. **President** - Will preside at all meetings, may convene special meetings and exercise general supervision over all affairs of the Club. The President may vote on amendments to the Constitution and election of Officers, however he/she will vote only in the case of a tie on all other matters. The President shall sign all cheques of authorized accounts after such cheques have been prepared and signed by the Treasurer.
- 2. **Vice President** - In case of the absence of the President, the Vice- President shall assume the duties of the President. The Vice- President shall sign all cheques of authorized accounts in the absence or incapacity of the President.
- 3. **Secretary** - Shall attend all meetings and keep objective minutes. Shall keep copies of all correspondence written on behalf of the Club or received by the Club, after reading them at either Board Meetings or General Meetings where applicable. Shall keep a current roll of all members which shall include mailing and e-mail address and telephone numbers. The Secretary will send meeting notices and copies of the minutes to all members by e-mail or by regular mail to those with no e-mail access.
- 4. **Treasurer** - Shall receive all monies due to the Club and promptly deposit same unto a bank account in the name of the Chateauguay Valley Kennel Club. Shall keep a correct accounting of all financial matters. Shall pay all expenditures of the Club. Shall present a financial statement at all Board and General Meetings as well as a financial report at the Annual General Meeting. The treasurer shall prepare and sign all cheques of authorized accounts and shall submit same to the President or Vice-President for signing.
- 5. **Directors** - Shall attend all Board Meetings and act in the best interest of the Club at all times.
  - 1. **Performance Director** - Shall organize performance event training classes which may include conformation, obedience, agility and/or rally training classes

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2. **Membership Director** - Shall receive all new membership applications as per By-Law 1, Send membership renewal reminders to all current members, maintain an up to date membership list with current addresses and e-mails, and will supply a copy to all members by March 1<sup>st</sup> of each year.
3. **Director** - at large.
6. **Past President** - Shall attend Board Meetings and provide continuity from previous Boards,
7. **Show Chairman** - Shall form a Show Committee in order to organize an annual All Breed Conformation Show, which may include Specialty Shows and Performance Events. The Show Chairman and Show Committee should prepare a budget for these events to be presented for Board approval. The Show Chairman shall attend Board meetings with the same status as director, and will keep the Board informed of Show activities.

**BYLAW 4 – Board of Directors**

**a. DUTIES - It will be the duty of the Board of Directors to:**

1. Abide by the Constitution and By-Laws of the Club.
2. Ensure that all Club Motions are enacted.
3. Oversee the financial status of the Club, and approve expenditures up to \$1000.00.
4. Appoint an auditor to insure that the Club's financial records are audited each year.
5. Plan Educational Programs and special events such as health clinics, seminars, and performance events.
6. Appoint the Show Chairman annually.
7. Set up Committees as necessary.

**b. BOARD MEETINGS**

1. Board Meetings will be held as frequently as necessary to carry out the duties of the Board and the activities of the Club, with a minimum of two meetings held each year.
2. Any Member of the Board of Directors has the right, with 2 weeks prior written notice to call a Board Meeting.
3. A quorum shall consist of five (5) Board Members.

**c. VACANCY**

A vacancy in the office of the President will automatically be filled by the Vice-President. A vacancy in any other position will be filled by any member of the Club in good standing by a majority vote of the Board.

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**d Robert's Rules of Order**

The Club shall be governed in the conduct of its meetings, insofar as it is practicable, by "Robert's Rules of Order" unless otherwise provided for in the Constitution and Bylaws. It shall be the duty of the presiding Officer to enforce rigidly the Rules of Order of Business as outlined in these By-laws.

**BY-LAW 5 – General Meetings**

a. There will be a minimum of four (4) General Meetings annually – exclusive of Special Meetings.

**b. Order of Business for General Meetings**

1. Call Meeting to order
2. Reading of Minutes of previous meeting and special meetings
3. Reading of financial statement
4. Presentation of bills and accounts
5. Reports of Officers and Committees
6. Applications for Membership
7. Correspondence
8. Unfinished business
9. New Business
10. Special Program (see Note)
11. Adjournment

Note: If there is a planned special program of sufficient interest and length that it warrants dispensing with business, this may be done at the discretion of the Board, but not at two consecutive meetings.

c. The order of business for Annual General Meetings will be the same as for a General Meeting (b. above) but "Amendments to the Constitution and/or By-laws", and the "Election of Officers" will follow "Unfinished Business" and precede "New Business" in that order.

d. A minimum of ten (10) days notice will be required for all meetings except the Annual General Meeting or a Special Meeting which will require written notice mailed or e-mailed at least thirty (30) days before the meeting.

e. Any member of the Club in good standing may have the right to call a Special Meeting upon written request from ten (10) members of the Club at large.

f. Ten (10) members of the Club shall constitute a quorum for the transaction of business at the Annual General Meeting, Special Meeting or General Meeting.

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**BY-LAW 6 – Committees**

a. Judge's Committee

1. The Judge's Committee shall be comprised of three (3) currently participating show people and one (1) obedience person. Each year one member will be replaced with the exception of the obedience person who may be replaced every second year. The Judge's Committee members are elected by the membership at the Annual General Meeting and shall select a Chairperson from within their ranks.
2. The Judge's Committee may hire complete panels for (3) years and to accommodate a heavily booked judge, may do so for the fourth year.

b. Standing Or Ad Hoc Committees or Persons

1. The Board may each year appoint standing committees or persons to advance the work of the Club in such matters as Conformation Shows, Performance Events, Trophies, Sanction Matches, Education, Sunshine, Seminars, Health Clinics and other fields. Such persons or 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.
2. 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.

**BY-LAW 7 – Financial**

1. The fiscal year shall be from October 1st to September 30<sup>th</sup> each year.
2. At a meeting prior to the Annual General Meeting, the Board shall appoint one auditor to audit the Club books to the end of the Club's current fiscal year and provide a written statement for presentation at the Annual General Meeting
3. For the purpose of conducting regular Club business, all cheques of authorized accounts shall be signed by two (2) of the three (3) following Officers: President; Vice-President; Treasurer. In case of the Show account, all cheques shall be signed by two (2) of the three (3) following people: Show Chairman; Show Treasurer; Show Secretary.
4. Capital expenditure over \$1000.00 must be approved by the General Membership.
5. Upon a change of Treasurer during the fiscal year, an internal audit shall take place.

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**APPENDIX 1**

**MEMBERSHIP FEES**

Single Membership	\$ 15.00
Family Membership	\$ 20.00
Junior Membership	\$ 7.00
Life Membership	No Fee
Honorary Membership	No Fee