

# **CROCUS OBEDIENCE AND KENNEL CLUB, INC.**

## **CONSTITUTION**

### **ARTICLE I: NAME OF CLUB**

The name of the club shall be Crocus Obedience and Kennel Club Incorporated, henceforth called the Club.

### **ARTICLE II: OBJECTS**

The objects of the Club shall be:

1. To educate members and the general public in the proper care and management of all dogs and to promote training for dogs by:
  - a) Fostering among members and the general public an interest in training and welfare of all dogs;
  - b) Establishing and organizing classes for the teaching of individuals in the training and care of their dogs.
2. To foster an appreciation of dogs by:
  - a) Assisting and advising members and other owners of dogs in the proper care and management of their animals;
  - b) Holding approved events according to the rules of various organizations, such as the Canadian Kennel Club (CKC), Agility Association of Canada (AAC), Canadian Association of Rally Obedience (CARO), North American Flyball Association (NAFA), Canadian Disc Dog Association (CDDA) and other organizations that sponsor dog-related events;
  - c) Establishing and organizing classes for the teaching of individuals in the training and care of their dogs;
  - d) Assisting people in preparation for approved events as sponsored by associations such as those noted above in 2.b).
3. To support the objects and bylaws of organizations which COKC supports.

### **ARTICLE III: AREA OF OPERATION**

The area of operation of this Club shall be primarily the southern and western portions of Manitoba.

### **ARTICLE IV: REVISIONS OF CONSTITUTION AND BYLAWS**

1. This constitution and bylaws may be amended only at a Special General Meeting called for that purpose. No other topics to be discussed.
2. All proposed amendments shall be forwarded in writing together with a rationale for such amendment, to the Secretary. The submission must be signed by two voting members, the first of whom will be considered the proposer, and the other the seconder.
3. The Secretary shall place such amendments on the agenda of the Executive Meeting next following receipt of the written request.
4. The Executive shall, within fifteen (15) days, notify the proposer, in writing, of the recommendation and rationale that the Executive will be forwarding to the General Membership.
5. The proposer must respond to the Executive within fifteen (15) days of notification to confirm receipt of information.
6. Upon receipt of confirmation from the proposer, the Executive will distribute proposed amendments, including rationale, to the General Membership for information.
7. The Executive shall call a Special Meeting of the General Membership within fifteen (15) days following distribution of information.
8. An affirmative vote by a two-thirds (2/3) majority of the voting members present, three (3) of which must be members of the Executive, will be required to carry the amendment. Such amendment shall be effective immediately.

### **ARTICLE V: DISSOLUTION \**

The Club may be dissolved at any time by written consent of two-thirds (2/3) of the members. In the event of dissolution of the Club, after payment of debts of the Club, its property and assets, and/or proceeds from the sale of property and assets, shall be donated to one or more charitable organizations dedicated to the benefit of dogs, such organization(s) to be selected by the Executive of the Club.

**CROCUS OBEDIENCE AND KENNEL CLUB INC.  
BYLAWS**

**ARTICLE I: MEMBERSHIPS**

**1. Admission to Membership:**

Any person wishing to apply for membership must submit a written application on a prescribed form and pay the appropriate fee. The Executive is empowered to refuse or defer the application as it deems fit. If the membership application is not accepted, the membership fee will be returned.

**2. Types of Membership:**

a) *Ordinary Membership:* Any person who has held associate membership for at least one year and who has been re-accepted by the executive as an ordinary member shall be an active member in good standing with voting privileges. The executive committee may refuse to recommend an associate member who has not contributed to the Club in a positive manner, and may recommend retention of associate status for another year or cancellation of membership.

b) *Family Membership:* An ordinary member can designate in writing such other members of his or her household to be "Family Members". Such designated members will have all the benefits and responsibilities of ordinary members except, that only one vote per family membership is allowed.

c) *Associate Membership:* Any person whose application is accepted by the executive is an associate member for a minimum period of one year. However, such associate members cannot hold executive office, vote or enjoy special privileges normally accorded ordinary members.

d) *Junior Membership:* Persons under eighteen (18) years of age shall be entitled to all the privileges of membership except that they shall not have the right to vote. The membership application/renewal must be co-signed by a parent or guardian.

**3. Rights, Privileges and Responsibilities of Members:**

It is the right of each member in good standing:

- a) To attend the General Meetings of the Club.
- b) To hold any office in the Club to which he may be appointed or elected in accordance with the Bylaws.

c) To receive such privileges and services as may be provided by the Club.

It is the responsibility of each member:

- a) To adhere to the Constitution and Bylaws of the Club.
- b) To pay promptly such fees and/or assessments that are due and payable to the Club.
- c) To assist when able in the activities and programs of the Club.
- d) To encourage support for the Club as a whole.

#### **4. Termination of Membership:**

Membership in the club shall be terminated:

- a) Upon resignation or death of a member
- b) In the event of non-payment of membership or class fees

#### **5. Expulsion of Members:**

If the Executive Committee decides that any member:

- has not adhered to the requirement of the Bylaws;
- has failed to actively support the projects and functions of the Club;
- has acted in a manner inconsistent with principles of the Club;
- has any interest in conflict with the Club;
- has been a consistent disrupting influence in the Club;

then membership of said member may be terminated. That member must be notified in writing of such termination and reasons therefore, within one (1) week of termination, and shall have the right to appeal the termination to a General Meeting.

Notice of intent to appeal must be given in writing to the Secretary of the Club within two (2) weeks of the date of the written notification of termination. If such appeal is made, the person's membership shall remain in good standing until acted upon at a General Meeting, to be called with three (3) weeks from the time the appeal was made. At that meeting, the Executive Committee shall show cause why membership was terminated, and the individual making the appeal may present a defense. A simple majority of the members present and voting is necessary to sustain the appeal or to uphold the termination of membership.

## **ARTICLE II: ORGANIZATION**

1. The Officers of the Club, who shall be elected by and from the ordinary membership, at the May General meeting of each year, for a term of one year commencing on June 1st following the May General meeting, are:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

2. The immediate Past-President will be in an ex-office capacity.

3. No Executive Member may serve for more than two consecutive terms in the same position and in no case shall be an Executive Member of the Club for more than four consecutive years. A one year absence is required after serving four consecutive years before being allowed to refill a position on the Executive.

### **4. Vacancies in Office**

- a) Should the Office of President become vacant, the Vice-President shall assume all responsibilities of that Office.
- b) Should a vacancy exist in any other Office, the Executive shall, by its unanimous consent, appoint a "pro-tem" replacement.

### **5. The Duties of the Officers**

These are set forth in the Policies and Procedures.

### **6. Executive**

The Executive shall consist of the Officers of the Club together with the Building Chairperson, Canteen Co-ordinator, Newsletter Editor, and the Public Education and Training (PET) Committee Chairperson, each of whom shall be elected, at the May General Meeting, for a one year term, subject to Article II.3.

### **7. Meetings**

- a) A General Meeting shall be held each May on a day between the first (1st) and thirty-first (31st) of that month as determined by the

Executive, and the minutes of that meeting shall be distributed to the members of the Club within 30 days of the meeting.

b) A General Meeting shall be held in the month of October of each year on a date determined by the Executive, and the minutes of that meeting shall be distributed to the members of the Club within 30 days of the meeting.

c) Upon written request, by five Ordinary Members in good standing, the Executive shall call a Special General Meeting to deal with the matter as set forth in the request. Such meeting shall be held within thirty (30) days of receipt of the request for which all members shall receive seven (7) days' notice. No other matters may be discussed.

d) Notwithstanding the provisions of Section c) of this Article, the Executive may call a Special General Meeting of the membership to meet emergency situations for which purpose all members shall receive three (3) days' notice. No other matters may be discussed.

e) All members shall receive thirty (30) days written notice for the General Meetings.

f) A quorum shall consist of fifteen (15) ordinary members, three (3) of whom shall be members of the Executive.

g) Notwithstanding the provisions of Sections c) of this Article, the Executive may call a special meeting of the Executive to meet emergency situations for which purpose the members of the Executive shall receive three (3) days' notice.

h) The Executive shall meet a minimum of ten times per year, for the purpose of conducting the routine, day-to-day business of the Club, such meetings to be normally no more frequently than once per month. During the months when no regular meetings are held, the Treasurer shall be empowered to pay the normal accounts, all of which are subject to ratification at the first meeting following the hiatus.

## **8. Committees**

a) There shall be the following committees:

- a. Executive
- b. Show
- c. Training

d. Such other committees which may be deemed necessary by the Executive for the conduct of the necessary endeavours of the Club.

b) Executive

As set forth in Article II 6a), and as per Article II and of these bylaws, the President of the Club shall be "ex-officio" a member of the following Committees:

c) Show

The Show Committee shall consist of the Show Chairperson, who shall be appointed by the Executive, and other members appointed by the Show Chairperson.

d) Training

A Training Committee consisting of a minimum of four members shall be appointed by the Executive.

e) Nothing in this article shall preclude adding members to any committee save and except for the elected Executive.

f) With the exception of the Executive, the committees shall meet on a timely basis and submit recommendations for submission to the Executive, for approval.

## 9. **Activities**

In addition to the major activities of the Club, pursuant to Article II: Objects, of the Constitution, the Club may be involved in the following:

- a) Flyball
- b) Agility
- c) Rally
- d) Disc Dog
- e) Such other activities as may be deemed appropriate

Each activity/team shall report to the Executive at each Executive meeting.

## **ARTICLE III: TRAINING PHILOSOPHY**

1. The club shall adhere to a training philosophy which is approved by the general membership at a general meeting.
2. Changes to the training philosophy must be approved by the general membership at a general meeting.

3. The training philosophy (revised October 2007) is as set forth in the Policies and Procedures.

#### **ARTICLE IV: FEES AND FINANCES**

1. The fiscal year of the Club shall be from 1 May through 30 April.
2. Membership fees are due and payable April 30th of each year. If membership fees are not received by April 30th, memberships are voided. Voided or lapsed members may re-apply for Associate Membership.
3. Ordinary, associate and junior members shall pay an annual fee commencing with their first year membership. No members may vote whose dues are not paid for the current year (not withstanding subsection (2)).
4. The Annual membership fee shall be set by the Executive Committee and must be approved at the May General Meeting of the Club by a two-thirds (2/3) majority of those present and voting.
5. Two members of the Club (neither being the Treasurer) shall be appointed as auditors by the general membership at the May General Meeting. Such Auditors shall audit the financial records of the Club at the close of each fiscal year.
6. Bank Account
  - a) A bank account in the name of the Club shall be opened by the Treasurer. The signing officers shall be any club member who has been officially elected by the voting members to hold either the Treasurer or the President positions. Upon election of a new member into the Treasurer or President positions, a copy of the executive committee meeting minutes providing evidence of the newly elected member shall be provided to the bank to ensure proper transfer of signing authority. No other bank account shall be opened by any member of the Club without the express permission of the Executive.
  - b) Should permission be granted for the opening of any other bank account, the Executive must approve the signing officer(s). All receipts and monies applicable to such must be accounted for.



## **ARTICLE V: PARLIAMENTARY AUTHORITY**

All matters of procedure not herein and specified, shall be governed by Robert's Rules of Order Revised (the most recent edition)

This constitution and bylaws were enacted on the 24th day of April, 2014 at a Special General Meeting of the Club.

Sally Spiss  
President

Jen Bartkewich  
Secretary