



1. NAME OF CLUB

1.1. Poodle Club of Canada.

1.2. Area of Operation-Canada

1.3. The rules contained in the current edition of the Roberts Rules of Order shall govern The Poodle Club of Canada in all cases to which they are applicable and in which they are not inconsistent with the Constitution.

2. OBJECTS (aims)

2.1. The Objects (aims) of the Club which serve as guiding principles are:

- a. To create and promote interest in the poodle by encouraging quality in the breeding of the purebred poodle and to do all possible to encourage their standard of perfection, striving for the greatest possible healthy diversity within the breed's gene pool;
- b. to encourage the exhibition of Poodles at conformation and specialty shows, obedience trials and other performance events;
- c. to encourage the introduction of poodles into as many fields as possible;
- d. to urge members and breeders to accept the standard of the breed as approved by The Canadian Kennel Club as the premier standard of excellence;
- e. to encourage the organization of independent local Poodle Specialty Clubs in those localities where there are sufficient fanciers of the Poodle to meet the requirements of the Canadian Kennel Club;
- f. to do all in its power to protect and advance the interest of the breed and encourage sportsman-like competition at conformation shows and all other performance events in which the Poodle can participate;
- g. to conduct sanctioned and approved events under the rules of the Canadian Kennel Club and to abide by the Canadian Kennel Club code of ethics;
- h. The Poodle Club shall be operated on a non-profit basis. Any surplus shall not be used to the benefit of any member of the Club;
- i. the members of the Poodle Club shall adopt and may from time to time revise these by-laws as may be required to carry out these objects (aims).

3. MEMBERSHIP

3.1. Membership year: Membership in the Poodle Club shall be based on the calendar year.

3.2. Eligibility: The Poodle Club shall consist of members, the number of whom shall be unlimited. A list of the names and addresses of such members shall be kept by the Corresponding Secretary and Membership Chair and shall be open for inspection. All members of the executive and directors must be members of the CKC in good standing

3.3. Types of Membership: There shall be five (5) types of membership; they are as follows:

a. Regular Voting membership:

- i. 18 years or older

b. Family membership:

- i. two designated adult voting members
- ii. all members must reside at same address.

c. Junior non-voting membership:

i. under 18 years (must provide date of birth.)

d. Supporting non-voting membership:

i. Either an applicant who does not have sponsors or an applicant who does not wish full membership.

e. Lifetime Member: A regular member in good standing may propose another member who meets the criteria listed for the honour of a lifetime membership. The candidate will have:

- i. a minimum 35 years continuous adult membership in good standing in the Club,
- ii. held at least three terms of office and/or chaired major committees over the years,
- iii. contributed to the Club by attending meetings, by donations and/or volunteering at Club events in a majority of the years of their membership,
- iv. contributed to Poodles as a long-term breeder and earned CKC titles and other CKC recognized awards or has made a major contribution to the welfare and health of the breed.

The proposal will be presented to the members at a regular meeting. If all criteria is met then they shall have the honour of a lifetime membership in the Poodle Club of Canada with all the privileges of membership but with no yearly fee.

3.4. Privileges of Membership:

a. Regular Voting member:

i. all privileges of the Club

b. Family membership:

i. all privileges of the Club for designated adult voting members

c. Junior members:

- i. may attend and speak at meetings
- ii. may serve on committees
- iii. may receive electronic minutes
- iv. may not vote, except on items directly involving Junior Kennel Club

d. Supporting member:

- i. may attend and speak at meetings
- ii. may serve on committees
- iii. encouraged to support PCC events
- iv. may use phrase "Supporter of the Poodle Club of Canada" in advertising
- v. may not vote at meetings, for elections, referenda or breed standard
- vi. may not Chair a committee
- vii. may not advertise on PCC website

e. Lifetime Member:

- i. all privileges of the Club
- ii. excused from annual membership fee

3.5 Fees:

3.5.1 The annual subscription is due and payable on January 1st.

3.5.2 The yearly fee for single (regular) and family membership will be set by the executive and all members will be informed in the minutes of the fall meeting of the fees for the following year.

3.5.3 A member cannot speak or vote at any meeting until their dues are paid. Dues not paid by February 28th indicate automatic cancellation of membership.

3.5.4 The Treasurer or Membership Chair shall notify members whose dues are in arrears by electronic means or post at the beginning of February.

3.5.5 Non-voting junior membership to the age of 18 shall be one-quarter of the regular membership fee.

3.5.6 Supporting member fee shall be one half that of regular voting member.

3.6.a. Application for Regular Voting Membership: Applications for membership shall be made to the Membership Chair, in writing on the prescribed form. The candidate for membership shall be proposed by two members of the Club in good standing. Election shall be vested in the membership. The Code of Ethics shall be an integral part of the application form and by signing the application form, the candidate(s) agree to be bound by the provisions thereof. Where the application is for family membership, both candidates must sign. .

3.6.b. Application for Supporting Member: Made as above to the Membership Chair by someone who does not have sponsors or does not wish to be a full member.

3.7 Approval of Voting Membership The applications shall be presented at the meeting following receipt of the application and verification of information has been completed. The introduction of an applicant will include: type of membership applied for and information from the application and the sponsors. Copies of the application and information received from the sponsors will be attached to the minutes of the meeting for distribution to the membership prior to the commencement of voting. Voting will take place via electronic secret ballot preferably using an independent third party platform. A 75% affirmative of the vote shall elect an applicant to membership. Vote results will be announced at next meeting.

3.8 Rejection of Membership: Any applicant who does not receive a 75% affirmative of the vote in a secret ballot shall be advised of this in writing.

The Executive shall have the right to refuse a non-sponsored application for just cause, which shall be recorded in the Club files.

3.9 Termination of Membership: Memberships may be terminated as follows:

a) Resignation -any member in good standing may resign from the Club by providing written notice to the Corresponding Secretary

b) Lapsing -a membership will be considered lapsed and automatically terminated if such member's dues remain unpaid by February 28th.

c) Expulsion -a membership may be terminated as provided in section 10 of these bylaws

3.10 Voting Privileges: Unpaid membership dues shall constitute denial of voting privilege.

4. GENERAL MEETINGS

4.1. Meetings of the Club will be held on a day and time agreed upon by the members.

4.2. Notice for any Special meeting and the Annual General Meeting shall be sent by electronic means or post to each member of the Club at least seven (7) days prior to the date of the meeting.

4.3. There shall be a minimum of four (4) General meetings.

4.4. Quorum: A quorum shall consist of at least two officers of the Club plus at least three other

members in good standing in the Club.

4.5. Special General Club Meeting: Any special meeting will be called in the same manner as the annual meeting.

4.6. Board Meetings: Formal Board Meetings shall be called by the President or Vice President by electronic means and a record of decisions shall be kept.

4.7. Electronic meetings: The Executive shall distribute to the membership the rules of conduct for electronic meetings.

5. BOARD OF DIRECTORS

5.1. The Board: The Board of Directors of the Poodle Club shall consist of the President, two Vice-Presidents, Recording Secretary, Corresponding Secretary, Past President, Treasurer and four (4) Directors who are residents of Canada. There must be four (4) of the six (6) regions covered across Canada by Board members. Directors must reside in the area that they represent. In the case of a tie vote the President will make the decision.

5.2. Officers: Officers of the Club shall be the President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, Past President, Treasurer and a minimum of four Directors. All must be residents of Canada and in good standing in The Canadian Kennel Club.

a) Committees:

i) Standing Committees

- 1) Amendment (3 appointed members) To carry out amendments to the Constitution
- 2) Library
- 3) Good & Welfare
- 4) Newsletter
- 5) Events Coordinator
 - (i) Conformation Show Chair
 - (ii) Obedience and Rally Chair
 - (iii) Field Chair
 - (iv) Versatility Chair
 - (v) Agility Chair
 - (vi) Trophy Chair
- 6) Breed Health
- 7) Website
- 8) Membership
- 9) Education
- 10) Financial Review

ii) Special Committees: The members of any meeting of the Club may appoint from the Membership special committees, and in all cases, shall name the presiding officer. The duties of each such committee shall be as may be delegated to it by the members, at any meeting of the Club, but the actions of any such special committee shall be subject to the approval of the members at any meeting of the Club. The members of any meeting of the Club may remove from or appoint members to any special committee. The members of any meeting of the Club may terminate any special committee, upon determination that the purpose for which the committee was formed has been fulfilled.

Examples of Special Committees are:

- 1) Breed Standards
- 2) Strategic Planning
- 3) Top Producer

iii) Executive Committee: To consist of the Club's Executive. (President, Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer). The Executive Committee shall be given the power to run the daily business of the Club between Regular meetings. Any changes to Club policy or procedures must be confirmed by

membership vote at a Regular meeting. The Executive Committee shall be accountable to the membership for its decisions.

5.3. Vacancies: Should a vacancy occur on the Board, the Board may appoint a member of the Club to fill the vacancy. Should a vacancy occur in the office of President, such an office would be filled automatically by the Vice-President. The resulting vacancy in the office of Vice-President shall be filled by the 2nd Vice-President. The resulting vacancy in the office of 2nd Vice-President shall be filled by a Director selected by a majority vote of the Board. Another Director shall then be appointed by the Board. All changes are only until the end of the current term of office.

5.4. Terms of Office

5.4.1. The term of the office for all Officers and Directors of the Club shall be for two (2) years.

These shall retire biannually but remain eligible for re-election and re-appointment.

5.4.2. Officers of the Club must be Voting members in good standing in the Club for more than one year at the date of nomination except for the office of President, who shall be a Voting member in good standing for two (2) years or more. The time limitation for this position shall be two years at the date of nomination.

6. NOMINATIONS AND ELECTIONS

6.1. Nominations, Elections and balloting shall be vested in the membership of good standing on April 30th.

6.2. Nominations for officers for the ensuing year shall be made at the May meeting of the membership. All nominations must have prior approval of the person being nominated.

6.3. Electronic ballots will be sent to the membership, and shall be counted and verified electronically by a third party not associated with PCC prior to the Annual General Meeting being called to order. Elections must be conducted by secret ballot and proxy voting is not allowed. For voting regarding changes to the Executive, Electronic ballots will be sent to the membership by the Secretary a month prior to the AGM being called to order. For voting on other matters Members will be provided with Electronic ballots at least one month before the voting will be closed.

Each ballot will contain instructions for voting and a unique personal identification number which will allow the votes to be counted anonymously, and which cannot be used more than once.

6.4 No two family members may con-currently hold the positions of President, 1st and 2nd Vice President, Corresponding Secretary, Recording Secretary or Treasurer.

7. THE ANNUAL GENERAL MEETING

7.1. The Annual General meeting of the Poodle Club of Canada will be held in the month of September of each year. Notice of the meeting will be sent by electronic means or post to each member of the Club at least seven (7) days prior to the meeting.

7.2. A Quorum shall consist of at least four (4) officers of the Club plus four (4) other members.

8. AMENDMENTS

8.1. The Constitution may be amended by at least a two-thirds (2/3) affirmative vote of the returned ballots (abstentions will not be counted in vote totals). All amendments so passed shall become effective immediately.

8.2. Notice of all proposed amendments shall be in writing and must be mailed or delivered to the Amendments Committee on or before May 1st.

8.3. The Amendments Committee shall submit the ballot, including the voting of the amendments committee, to the Corresponding Secretary for inclusion in the ballots for the election of Officers.

8.4. The ballots will indicate sufficient information to enable members to complete the ballot and return to the Corresponding Secretary.

8.5. Notwithstanding the forgoing provision of this article, whenever in the opinion of two-thirds of those members duly assembled at any ordinary meeting of the Club, that early amendments of any part of the constitution is considered desirable, a special referendum ballot shall be held.

Special referendum will follow the procedures outlined in section 6.3.

9. FINANCIAL STATEMENTS

- 9.1. The **Financial year** of the Club shall be open on the 1st day of January and close on the 31st of December.
- 9.2. The **financial books** of the Club are to be subject to Financial Review annually and the statement be submitted at the February meeting.

10. DISCIPLINE

- 10.1. **Any member of the Club who is suspended, debarred, deprived, expelled or whose membership has been terminated** by the CKC's Discipline committee shall be suspended from the privileges of the Club for a like period.
- 10.2. **If the conduct of any member shall, in the opinion of the membership, be injurious or likely to be injurious to the character or interest of the Club, any member may file a complaint.** The complaint must be made in writing, signed and dated. The complaint must be delivered to the President and or corresponding secretary. They will in turn inform the executive that there is a complaint and a Fact-finding Committee will be formed. The President will create a Fact-finding Committee consisting of a minimum of 3 members. The Committee will assign a chairperson and will examine the complaint and determine if the complaint has merit. The Fact-finding Committee report will be in writing and their recommendations will be sent to the President and Secretary. If the complaint has merit then a Special General Meeting of the Club shall be called for the purpose of considering what action is to be taken. Notice of the meeting shall be sent in writing to the accused member and the complainant by the president and or the corresponding secretary, giving all the particulars of the complaint and advising the member of the time, place and hour of the meeting. The accused member may offer an explanation with supporting documentation. If at the Special General Meeting a motion to expel the member is passed by a two-thirds majority of members present and voting by secret, written ballot, the member shall cease to be a member of the Club from that date. The former member may submit an appeal within two calendar months with additional documentation sent to corresponding secretary. Consequences may include apology, restitution, suspension or expulsion. Any member whose membership has been terminated as a result of discipline may not re-apply for membership for the next five (5) years.

11. DUTIES OF OFFICERS

- 11.1 **The President** shall preside at all meetings of the Club but shall have no vote, except where an equal tie of votes is deadlocked or in a secret ballot where the pass is a specified percentage of votes cast (according to Roberts Rules). In the President's absence, the First Vice-President shall take the chair.
- 11.2 The 1st Vice-President shall assume the duties and exercise the responsibilities of the President whenever the President is unable to carry out their duties.
- 11.3 The 2nd Vice President shall assume the duties and exercise the responsibilities of the 1st Vice-President whenever the 1st Vice-President is unable to carry out their duties.
- 11.2 The Recording Secretary shall provide agendas for and notices of club meetings to the members, record and keep a complete record of all meetings of the Club, provide minutes to all members and will maintain a Policy and Procedures Manual for use at all Meetings of the Club.
- 11.3 The Corresponding Secretary shall have charge of all correspondence relating to the Club. On election of a new member, the Corresponding Secretary with the assistance of the membership chairperson, shall send the member written notice of acceptance and a copy of the Constitution. The Corresponding Secretary shall, with the assistance of the membership chair, keep a record of all

membership information. The files and records of the Corresponding Secretary shall be open to inspection at all times.

11.1. The Treasurer, with the assistance of designated committee chairs, shall collect, receive, deposit and record all revenues of the Club. The books of the Club shall be open to inspection by the Board at any time and a financial report shall be provided at general meetings of the Club and at every Annual general meeting. There shall be a Financial review of the books after a Treasurer leaves office and before the next treasurer takes office. The Treasurer, with the assistance of committee chairs, shall propose to the membership an annual budget for Club expenditures no later than May of the financial year. The financial records of the Poodle Club are the property of the Club. The treasurer shall pay all orders authorized by an affirmative vote of the members as recorded in the minutes. Checks are to be signed for payment by two of the three following officers: the President, the Corresponding Secretary and the Treasurer. The Treasurer and Corresponding Secretary are to be the preferred signing officers. The Treasurer shall be authorized to transfer funds from the current account to the savings account and vice versa as necessary. Any funds in excess of \$500.00 advanced to any member of the Club for any purpose must be deposited in a chartered bank in the name of the Club, having a signature in trust, the person to whom the funds were advanced. A receipt shall be given acknowledging the funds and stating the purpose to which the money will be used. The person receiving the funds shall accept responsibility for a year end accounting of receipts and disbursements or such as required by the Treasurer. The Executive Committee shall have the power to authorize the Treasurer to pay such bills as are required for the running of the Club. A copy of the statement of each separate account shall be provided to the Treasurer on request.

12. ORDER OF BUSINESS

- 12.1. Call the meeting to order
- 12.2. Reading of the minutes
- 12.3. Order of the day
- 12.4. Application for membership
- 12.5. Treasurer's report
- 12.6. Good and Welfare
- 12.7. Reports of Standing Committees
- 12.8. Reports of Special Committees
- 12.9. Communications and accounts
- 12.10. Unfinished business
- 12.11. New business
- 12.12. Under this heading are included remarks and debates to promote the interest of the Club and breeds in general
- 12.13. Braggart's corner
- 12.14. Adjournment

13. REGIONAL DIVISIONS

- 13.1. **Minimum requirements** are 20 memberships (family memberships count as one.) within a distinct geographical region. Junior memberships may count, but may not be a majority of the memberships. Application to form a Regional Division shall be signed by all members within the proposed region and submitted to the Corresponding Secretary, including a description of the geographical boundaries and the proposed division name. Acceptance shall be the responsibility of the Board of Directors. Regional Divisions shall commit to holding one CKC-approved event annually, and shall hold at least one regional general meeting at least one month in advance of the Club's AGM. The Regional Division shall use the Club's logo, and will add the name of the region underneath on all advertising and correspondence, and will include the Club's President and Corresponding Secretary on all letterhead.
- 13.2. **The Aims** of the Regional Division shall be the aims of the Club.

13.3. The Purposes of the Regional Division shall be:

13.3.1. to allow efficient holding of regional events;

13.3.2. to foster a sense of belonging in members who are unlikely to attend the Club's AGM;

13.3.3. Within the overall framework of the Club's aims and policies, to allow for regional variation.

13.4. Officers: Election for Regional Division Chair shall also be election for the Region's Director to the Board of Directors. Combining these officers into one should allow for efficient liaison of the Region with the Board and Executive. Duties as Chair shall include calling regional meetings, acting as Chair during the meetings, conveying the results of said meetings to the Board of Directors and Executive, and representing the Region at the AGM.

13.5. Election for Regional Secretary/Treasurer shall be held at the same time as election for the Regional Chair/Director. Length of office shall be 2 years. Besides the normal duties of recording the minutes of the regional meetings, regional correspondence, and recording and maintaining the financial records for the Regional Division, the Secretary-Treasurer shall forward a complete and accurate copy of all regional minutes to the Club's Recording Secretary annually and a complete and accurate copy of the Regional Division's financial records to the Club's Treasurer annually, both to be received at least two weeks before the Club's AGM. If workload warrants it, the Regional Division may choose to divide this office into Regional Secretary and Regional Treasurer. A Regional division may retain both financial and property assets as long as it exists, but, for valuation purposes, these assets shall be considered to belong to the Club as a whole.

13.6. Dissolution of Regional Division: If a Regional Division fails to fulfill the minimum requirements for a Regional Division for two years in succession, or if the Regional Division incurs losses which must be paid by the Club Treasurer two years in succession, fails to keep or forward minutes or financial records, or if the Regional Division espouses policies which are counter to the Club's Aims or which have been rejected by the Club at the AGM, The Board of Directors shall ask the Corresponding Secretary to inform the Regional Director and Secretary/Treasurer by registered mail that the Regional Division will be dissolved at the end of 6 months if conditions do not change. These letters will outline the steps which must be taken to maintain the Regional Division. If the mandated corrections are not made by the end of 6 months, the Regional Division shall be dissolved and the Region's bank accounts and property assets shall be transferred to the Club Treasurer. Once a Region has been dissolved, no further application for a Regional Division containing any part of the dissolved region shall be accepted for the following 5 years.

14. DISSOLUTION

The Club may be dissolved at any time by providing to the CKC written documentation signed by at least 2/3 of the members who are in favour of this decision. Proxy votes are not permitted. In the event of dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club, nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club. After payments of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs as selected by the Club Executive.

Date May 10, 2018

This version of the Constitution of The Poodle Club of Canada supersedes all previous versions.