

**Calgary Pointing Dog Club**  
**BYLAWS**

**1. NAME**

1.1 The name of the Club shall be **Calgary Pointing Dog Club**

1.2 Area of operation of the Club shall be as follows:

North: West along Hwy 13 through Provost, Hughenden, Hardisty, Sedgewick, Killam, Camrose, Wetaskiwin, Windfield to Alder Flats (end of Hwy 13) West to Jasper;

West: Border of British Columbia and Alberta from the intersection of the Yellowhead Hwy South along the Alberta and British Columbia border to the Alberta and Montana border;

South: Border of Alberta and Montana from the British Columbia and Alberta border to the Alberta and Saskatchewan border;

East: Border of Saskatchewan and Alberta from the Montana border North along the Alberta Saskatchewan border to the Hwy 13 intersection.

**2. CLUB OBJECTIVES**

2.1 The objectives of the Club shall be:

a) To encourage and promote quality purebred pointing breeds by running field trials and other field events which evaluate the natural abilities of these dogs;

b) To urge members and breeders to strive for a dog which exhibits both the hunting instincts required for the breed, as well as the conformation as defined by the Canadian Kennel Club breed standard as their standard of excellence;

c) To conduct sanctioned and approved events under the rules of The Canadian Kennel Club and to abide by the principles of The Canadian Kennel Club Code of Ethics;

d) To advance the interest of the pointing breeds by advising breed clubs in matters which affect field performance of dogs and breed hunting style;

e) To encourage sportsmanlike competition at field trials and field dog tests.

**3. MEMBERSHIP**

3.1 Membership Year

Membership in the Club shall be based on the calendar year.

3.2 Eligibility

Membership shall be open to all persons eighteen years of age and older who subscribe to the objectives of this club and are approved by the Board of Directors. Any individual rejected for membership by the club shall be provided with a written explanation.

3.3 Types of Membership

There shall be three (3) types of memberships as follows:

1) **Regular Single Member** (1 vote) Any member who is eighteen years of age and older and who subscribes to the objectives of the Club.

2) **Regular Family Member** (2 votes) Members of a household who are eighteen years of age and older and who subscribe to the objectives of the Club.

3) **Regular Life Member** (1 vote) Any member who may be nominated by the membership and approved by the Board of Directors in recognition for their contributions to the Club.

3.4 Dues

Membership dues shall be prescribed by the Board of Directors and be payable on the 1st day of each year. During the month of December, each member shall be notified that the dues for the ensuing year are payable.

3.5 Application for Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the club bylaws and rules of The Canadian Kennel Club. The application shall state the name and address of the applicant and be accompanied by dues payment for the current year. Membership applications are subject to the approval of the Board of Directors.

### 3.6 Termination of Membership

Memberships may be terminated as follows:

- a) **Resignation.** Any member in good standing may resign from the Club upon providing written notice to the Secretary.
- b) **Lapsing.** A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year.
- c) **Expulsion.** A membership may be terminated by expulsion as provided in Section 11 of these bylaws.

### 3.7 Voting Privileges

Any regular member in good standing shall have voting privileges. Unpaid membership dues shall constitute denial of voting privileges.

## 4. GENERAL MEETINGS

### 4.1 Annual General Meeting

The annual general meeting of the Club shall be held in the month of January at a place, date and hour designated by the Board of Directors. Written notice of the annual meeting shall be mailed or emailed by the Secretary to each member at least 14 days prior to the date of the meeting. The quorum for the annual meeting shall be 10 members, all of whom must be in good standing with the Club.

### 4.2 Special General Club Meetings

- a) The Board of Directors may call a special general meeting of the Club at any time by providing such notice to the membership.
- b) The Board of Directors is obligated to call a special general meeting upon the Secretary receiving formal request. Such request must be signed by at least five members in good standing.
- c) Such special general meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meeting shall be mailed or emailed by the Secretary at least 30 days and not more than 45 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 10 members in good standing.

### 4.3 Board Meetings

The first meeting of the Board of Directors shall be held in January, immediately following the election of the Board of Directors. Other meetings of the Board of Directors shall be held at such times and places as are agreed to by a majority vote of the Board of Directors. The Secretary shall mail or email written notice of such meetings to each member of the Board of Directors at least 14 days prior to the date of the meeting.

- a) The quorum for the Board meeting shall be a majority of the Board of Directors voting in person, by mail, by email or by teleconference.
- b) The Board of Directors may conduct its business by teleconference, mail or email. The Secretary shall coordinate and record proceedings for such meetings.

## 5. BOARD OF DIRECTORS

### 5.1 The Board

- a) The governing body of the Club shall be the Board of Directors.
- b) The Board of Directors shall be comprised of no less than four (4) and no more than eight (8) individuals including the following officers: President, Vice President and Past President.
- c) All Board members shall be residents of the Club's area of operation defined under Section 1.2 and members in good standing with the Club and The Canadian Kennel Club.
- d) The Board of Directors shall have full power to administer the business and affairs of the Club.
- e) The Board of Directors shall appoint all officers of the Club and these appointees shall be under the complete control and direction of the Board of Directors.
- f) No remuneration shall be paid by the Club to the Directors or Officers of the Club.

### 5.2 Officers

The Officers of the Club shall be the President, Vice President, Secretary and Treasurer. All must be residents of the Club's area of operation as defined under Section 1.2 and members in good standing of The Canadian Kennel Club.

- a) The President shall chair all Board and General meetings of the Club and shall have such duties and responsibilities as specified in these bylaws. In the case of a tie vote at any meeting, the President shall cast the deciding vote. The new President shall be selected by the Board from the previous year's Board of Directors.
- b) The Vice President shall assume the duties and exercise the responsibilities of the President upon the direction of the President or in such case as the President is unable to carry out the duties and responsibilities of the President.
- c) The Secretary shall keep a record of all Board and General meetings of the Club and of all votes taken in the order of business. The Secretary shall receive and send correspondence on behalf of the Club to notify members of meetings, keep a roll of the current members of the Club complete with addresses, telephone numbers and emails and carry out such other duties as instructed by the Board of Directors.
- d) The Treasurer shall collect and receive all revenues of the Club and shall deposit the same in a bank account as approved by the Board in the name 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 every meeting of the Board of Directors and every Annual General Meeting of the Club. The financial records of the Club shall be the property of the Club.

#### 5.3 Vacancies

Should a vacancy occur on the Board of Directors, the Board of Directors may appoint a member of the Club to fill the vacancy. Should a vacancy occur in the office of the President, such a vacancy shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled from the remaining directors by a majority vote of the Board of Directors and a replacement director shall be selected by the Board of Directors from the Club members as required.

#### 5.4 Terms of Office

- a) Board members shall be elected for a single 2-year term or until their successor is elected.
- b) One half, more or less, of the directorship shall be elected each year.
- c) The elected Officers and Directors shall take office immediately following the Annual General Meeting. Each of the former Board members shall turn over, to their successor in office, all properties and records relating to that office.

### 6. CLUB YEAR

The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December.

### 7. FINANCES

- a) The Club shall be operated on a nonprofit basis. Any resulting surplus shall not be used to the benefit of any member of the Club.
- b) The Club must have a separate and independent bank account in the name of the Club and all cheques drawn from the Club account must have the signature of any one of these three Officers: the President, the Vice President or the Treasurer.

#### 7.1 Capital Expenditures

Any single expenditure exceeding \$1,000 to acquire a fixed asset will require the approval of the general membership.

#### 7.2 Auditors

An annual audit of the books and accounts of the Club shall be made by an individual appointed by the Board of Directors. This individual does not have to be a certified accountant. The financial report so audited shall be made available to the club members for the following Annual General Meeting.

#### 7.3 The Club does not require a seal to carry out its activities.

### 8. VOTING

At the Annual General Meeting or a Special General Meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting except for amendments to the bylaws which shall be decided by written ballot. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballot.

## **9. ELECTIONS**

### **9.1 Ballots**

The election of the Directors shall be conducted by secret ballot. Ballots to be valid must be received by the Secretary. Ballots shall be counted at the meeting by two inspectors of election chosen by the members present at the meeting. Both inspectors must be members in good standing and neither can be members of the current Board of Directors nor candidates on the ballot. The person receiving the largest number of votes for each position shall be declared elected. If any nominee is unable to serve for any reason, such nominee shall not be elected and the vacancy so created shall be filled by the new Board of Directors in the manner provided by Section 5.3.

### **9.2 Officers**

- a) The President shall be selected from the previous year's Directors.
- b) One or more Vice Presidents may be appointed from the Directors as decided by the Board of Directors.
- c) The offices of the Secretary and Treasurer may be held by the same person. Neither the Secretary or Treasurer need to be members of the Board of Directors.
- d) The Past President shall automatically be a voting member of the Board of Directors for one (1) year following the completion of their term of President.

### **9.3 Nominations**

- a) No person may be a candidate in a club election who has not been nominated in accordance with these bylaws. A Nominating Committee shall be appointed by the Board of Directors before November 15. The Committee shall consist of two (2) members, each in good standing, no more than one (1) of whom may be a member of the current Board of Directors.
- b) The Nominating Committee shall nominate, from among the eligible members of the Club, one (1) candidate for each office and for each other position on the Board of Directors and shall procure the acceptance of each nominee so chosen. Candidates shall not be nominated for more than one office or position. The Committee shall then submit its slate of candidates to the Board of Directors who shall mail or email the list to each member of the Club along with notification of the Annual General Meeting.
- c) Additional nomination of eligible members may be made by written petition submitted to the Board of Directors, signed by two (2) members and accompanied by the written acceptance of each such additional nominee signifying their willingness to be a candidate.
- d) If no valid additional nominations are received on or before the day of the Annual General Meeting, the Nominating Committee's slate shall be declared elected and no balloting will be required.
- e) If one or more valid additional nominations are received on or before the day of the Annual General Meeting, a ballot shall be prepared listing all of the nominees for each position in alphabetical order together with a blank envelope. The inspectors shall confirm the list of members whose dues are paid for the current year prior to distributing the blank envelope and ballots and shall certify the eligibility of the voters as well as the results of the voting which shall be announced at the Annual General Meeting. So that the ballots may remain secret, each voter, after marking their ballot, shall seal it in the blank envelope which will be submitted to the inspectors.

## **10. COMMITTEES**

### **10.1 Standing Committees**

The Board of Directors may appoint standing committees each year to advance the work of the Club in such matters as field trials, field dog tests, trophies, annual prizes, membership and other tasks which may well be served by committees. Such committees shall always be subject to the final authority of the Board of Directors.

### **10.2 Committee Appointments**

Any committee appointment may be terminated by a majority vote of the Board of Directors upon written notice being sent to the appointee and the Board of Directors may appoint a successor to the person whose services have been terminated.

## **11. DISCIPLINE**

### **11.1 Canadian Kennel Club Suspension**

Any member who is suspended, debarred, expelled or deprived of privileges from the Canadian Kennel Club shall automatically be suspended from the privileges of the Club for a like period.

### **11.2 Complaints**

a) Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interests of the Club. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary together with a deposit of \$50 which shall be forfeited if the defendant is found guilty at a hearing of the Board of Directors or of a Committee duly appointed for this purpose.

b) The Secretary upon receiving such a complaint within 30 days shall forward a copy of the complaint along with a notice of hearing to the dependant, the complainant and each member of the Board of Directors or appointed Committee.

c) The hearing date shall be set no later than 90 days from date of receipt of the complaint. If the hearing is held by the Board of Directors, a minimum of four (4) members of the Board of Directors must be present. In the event that the hearing is held by a Committee, at least a 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 bylaws.

### **11.3 Hearing**

The Board of Directors 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 defendant, the Board of Directors or Committee may, by a majority vote or those present, impose an appropriate penalty. The Secretary shall then notify each of the parties of the decision within 30 days of the decision.

### **11.4 Expulsion**

a) Expulsion of a member from the Club shall be accomplished at an Annual General Meeting of the Club following a proper hearing and upon the recommendation of the Board of Directors or Committee being provided as stated in Section 3. The President shall read the complaint and report the findings and recommendations of the Board of Directors or appointed Committee and shall invite the defendant, if present, to speak on their own behalf. The meeting shall then votes by secret written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.

b) At the discretion of the Board of Directors, expulsion may also take place by mail in or email vote consisting of 2/3 majority of all eligible voting members in favour of expulsion. Proxy voting is not permitted.

## **12. AMENDMENTS**

### **12.1 Proposal for Amendments**

Amendments to the bylaws 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 petition shall be considered by the Board of Directors at the next regular meeting and must subsequently be presented to the Board of Directors within 90 days of the date when the petition was received by the Secretary.

### **12.2 Amendment by Special Resolution**

The bylaws may be amended at any time through the Special Resolution as defined in Section 1(d) of the Societies Act for Alberta. A copy of the proposed amendment must be mailed by the Secretary to each members in good standing on the date of mailing accompanied by a ballot on which members may indicate their choice for or against the action to be taken. Due Envelope procedures shall be followed in handling such ballots to ensure secrecy of the vote. Notice with such ballot shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Secretary to be counted. A 2/3 majority vote of all eligible voting members is required for amendments to these bylaws. To be eligible to vote, individuals must have been members in good standing for at least one (1) year prior to the vote. Voting must be by mail in ballot.

**13. CLUB TROPHIES**

The Club may establish trophies specifically dedicated to recognize exceptional performance of field performance of member's dogs according to divisions of age, type of competition or breed. Any regular member in good standing on March 31st of the year of the award shall be eligible to receive a particular trophy.

**14. DISSOLUTION**

The Club may be dissolved at any time by providing to the Canadian Kennel Club 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 the purpose 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 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.

**15. ORDER OF BUSINESS**

15.1 At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of the last Meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Election of Officers and Board (at annual general meeting)
- Unfinished Business
- New Business
- Adjournment

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

- Reading of minutes of the last Meeting
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment