

Fraser Valley Retriever Training Club

By-Laws

PURPOSE OF BY-LAWS

These by-laws are designed to provide a framework to simplify the administrative tasks by summarizing the decisions made by the members regarding running of the affairs of the Society.

They may be adopted or changed by the approval of 75% of the members in good standing at the Annual General Meeting or a General Meeting dealing with the by-laws.

PART 1 – MEMBERSHIP

1. Membership Categories

There shall be three categories of membership:

- a. **regular membership** is open to those individuals interested in the pursuit of training retrievers. Members of an immediate family can be included in a regular membership. A regular membership is entitled to a single vote.
- b. **probationary membership** All new members are designated probationary and assigned a mentor until they have been oriented to club rules, township expectations and training procedures.
- c. **out-of-town membership** (non-voting) is open to a person who resides outside the Lower Mainland.

The Society's non-voting members shall not exceed the voting members.

2. Membership Dues

The amount of the annual membership dues in each of the categories may only be altered by special resolution at the Annual General Meeting, requiring 75% support by

the eligible voting members of the Society present. Stability of the membership dues is needed to fulfill the goals for the club.

Regular membership \$200

Probationary membership \$200

Out of Town membership \$100

3. Application for Membership

An application for membership in the Society in all categories shall be made in writing on a form approved by the Executive. An applicant shall become a member upon:

- a. demonstration of an interest in pursuing the sport of retriever training.
- b. being assigned a mentor and serving a probationary period. The probationary period ends when the orientation is complete and the mentor notifies the membership chair who will change the status to that of a regular member.
- c. acceptance by a majority of the eligible voting members of the Society present at any General Meeting.
- d. payment of the current year dues.
- e. agreement to abide by the constitution and bylaws of the Society and the Canadian Kennel Club code of ethics.

If a membership application is rejected the applicant will receive written notification within 30 days from the date of rejection.

4. Member in Good Standing

A member is in good standing when they:

- a. upholds the constitution and complies with the bylaws & rules of the Society
- b. abide by the Canadian Kennel Club code of ethics
- c. are courteous, cooperative and responsible in relationships with other members
- d. meets the dues and regularly attends club meetings and work obligations

5. Termination of Membership

A member ceases to be a member of the Society:

- a. by delivering a resignation in writing to the Secretary of the Society.
- b. when the person's membership dues remain unpaid 60 days after the first day of the Society's fiscal year.
- c. by failing to fulfill the volunteer requirement required in the Society's by-laws
- d. by expulsion from the Society

6 Expulsion

- a. A member may be expelled if their conduct
 - i. is determined to be unbecoming to the Society
 - ii. is likely to endanger the interest or reputation of the Society
 - iii. constitutes a willful breach of the constitution or bylaws of the Society or Canadian Kennel Club code of ethics
- b. A member may be expelled by a special resolution passed at any General Meeting. A vote of support of 75% of the eligible voting members of the Society present is required.
- c. There must be notice of the special resolution for expulsion which shall be accompanied by a brief statement of the reason(s) for the proposed expulsion.
- d. The person who is the subject of the proposed resolution for expulsion shall be given the opportunity to be heard at the meeting, before the special resolution is put to a vote.
- e. A complaint against a member shall be submitted in writing to the Executive for review. The Executive will determine whether the complaint pertains to a Society matter and whether an adhoc committee will be struck. The adhoc committee shall consist of: one Executive and two members at large.
- f. The adhoc committee will attempt to meet with the parties involved within 30 days to determine if the complaint can be resolved and/or determine whether a recommendation for expulsion from the Society is warranted. If the adhoc committee recommendation to the Executive is for expulsion then a General Meeting will be called.
- g. Any Executive member who is suspended, expelled or deprived of privileges of the Canadian Kennel Club shall be suspended from their executive position in the Fraser Valley Retriever Training Club.

PART 2 – MEETINGS AND VOTING

1. General Meetings of the Society shall be held at least 4 times in each calendar year, at such an hour and place as may be designated by the Executive. Members of the Society shall receive 14 days notice in advance of each meeting.
2. The Executive may for special purpose convene a General Meeting at any time. The purpose of the General Meeting shall be documented in writing and the members of the Society must be given at least 14 days notice in advance of the meeting. The agenda of a General Meeting must be circulated with the notice of the meeting. The agenda shall include the text of any special resolutions to be addressed by the meeting.
3. The first Annual General Meeting will be filed in accordance with the Societies Act and once each fiscal year following.
4. Alteration or amendment of the constitution or bylaws of the Society shall be done by special resolution at any meeting and requires a vote in support by 75% of eligible voting members of the Society present.
5. 20% or a minimum of seven eligible voting members of the Society shall constitute a quorum at any General Meeting of the Society.
6. If at a general meeting
 - a) There is no president, vice president or other executive member present within 15 minutes after the time appointed for holding the meeting, or
 - b) The president and all the other executive present are unwilling to act as the chair,

the members present must choose one of their number to be the chair

7. A meeting shall be terminated if a quorum is not reached within 30 minutes of the scheduled start time. A new meeting will be convened by the executive within 30 days.
8. No business, other than the adjournment of the meeting shall be conducted at any General Meeting if a quorum is not present. If at any time during any General Meeting there ceases to be a quorum, business shall be suspended until there is a quorum present or until the meeting is adjourned.

9. Eligible voting members of the Society who are in good standing shall be entitled to vote at any meeting of the Society.
10. Each issue put to a vote shall be decided according to a simple majority of votes cast, except where the members are voting on a special resolution, in which case 75% of the eligible voting members present is required to pass said resolution.
11. Voting by proxy is not permitted except for alteration to the Constitution or By-Laws of the Society.
12. A majority of the executive may determine that an “Electronic Vote” may be utilized to conduct urgent business of the society when necessary and a meeting is not feasible. A vote of 2/3 of eligible voting members is required to pass the motion. Voting will be open for a period of 5 to 14 days, to be determined by the Executive.

PART 3 – EXECUTIVE

1. The Executive shall consist of the President, Vice-President, Secretary, Treasurer and immediate Past President.
2. Three executive members shall constitute a quorum at an executive meeting.
3. The Executive of the Society shall be nominated and elected at the Annual General Meeting by secret ballot.
4. The election or appointment of an Executive is not effective unless the member consents in writing or it occurs at a meeting and the individual does not refuse.
5. The tenure of all Executive positions is 2 years. In odd years, the president and secretary will be elected and in even years, the vice-president and treasurer will be elected.
6. The Executive may at any time appoint a member to fill a vacant Executive position. An Executive so appointed holds office only until the conclusion of the next Annual General Meeting of the Society, but is eligible for re-election at the meeting.
7. At the Annual General Meeting, the executive will recommend the Society’s standing committees and nominate members to serve as chairs of the committees.
8. Additional committees may be created by the Executive from time to time whenever it is deemed necessary or desirable. Such committees shall limit their activities to the purposes conferred by a member’s resolution. Upon completion of the task for which it is appointed, such a committee shall be dissolved by the Executive.

9. The President shall preside at all meetings of the Society and shall have the powers and duties generally pertaining to this office. The President shall be an ex-officio member of all committees.
10. The Vice-President shall, in the absence of the President, possess all of the powers and perform all the duties of the President. The Vice-President will represent the Executive in the expulsion committee.
11. The Secretary shall:
 - a. conduct the correspondence of the Society
 - b. issue notices of meetings of the Society
 - c. keep minutes of all meetings of the Society
 - d. have custody of all records and documents of the Society except those required to be kept by the Treasurer
 - e. maintain the register of members
 - f. within 30 days after an Annual General Meeting is held, file with the registrar an annual report that includes the date on which the meeting was held
12. The Treasurer shall:
 - a. keep such financial records, including books of accounts, as are necessary to comply with the Society Act.
 - b. have custody and control of all funds, see full and accurate records are kept thereof.
 - c. make an annual report in writing showing the financial condition of the Society and the results of the yearly operation of the Society and ensure that any other financial reports which the Society may from time to time require are prepared and presented.
13. The Past President is a non-elected position held during the term of his/her successor in order to promote continuity between previous and current executives. The past president shall act as chairperson of the Nominating Committee.
14. Members may by special resolution to remove an officer before the expiration of the term of office and may elect a successor to complete the term of office.
15. No Executive shall be remunerated for their service but shall be reimbursed for expenses necessarily and reasonably incurred by them.
16. No two members living in the same household may be elected as Executive.

PART 4 – FINANCE

1. The fiscal year shall be from January 1 to December 31. The membership year will be the same as the fiscal year.
2. Dues are reflected in Section 2 of the by-laws of the Society. A majority of 75% of the eligible voting members of the Society present at the meeting shall be required for approval. Dues shall be collected by the Treasurer upon receipt of an application for membership.
3. A financial review committee shall be appointed at the Annual General Meeting for the following year. The committee shall consist of two members. The committee members shall not be members of the Executive. It shall be the duty of this committee to review all the financial accounts of the Society and to report their findings to the membership at the Annual General Meeting. Upon completion of their task, the committee will dissolve.
4. The annual financial statement of the Society shall be prepared and presented to the Society at the Annual General Meeting.
5. The books and records of the Society shall be open to the members at all times for inspection provided reasonable notice is given.
6. The Society will have an independent bank account in its own name. All cheques drawn from the Society's account will have the signatures of two (2) signing officers. The signing officers shall include any two of the Society's President, Vice-President, Secretary, Treasurer and Past President.

PART 5 – DISSOLUTION

1. The Fraser Valley Retriever Training Club, upon dissolution, will notify and provide the Canadian Kennel Club with a written document signed by 2/3 of the Society's members indicating they are in favour of the decision to dissolve the Society. Proxies are not permitted.
2. In the event of the dissolution of the Society, other than for the purposes of reorganization, whether voluntary, involuntary or by operation of law, none of the Society's property or assets shall be distributed to Society's members.

The Society's membership will select a charitable organization to which the assets shall be donated.