

EASTERN CANADA DACHSHUND CLUB LE CLUB TECKEL DE L'EST DU CANADA

(May, 2017 – vers.13)

CONSTITUTION

1.1 NAME

The name of the club shall be the Eastern Canada Dachshund Club (E.C.D.C.) and/or Le Club Teckel de l'Est du Canada, hereinafter referred to as the Club.

1.2 AREA OF OPERATION

The area of operation of the Club is defined as including the four Atlantic Provinces, the Province of Quebec and that part of the Province of Ontario lying east of the 77th Meridian Longitude.

1.3 AFFILIATION

The Club shall maintain recognition by the Canadian Kennel Club and shall guide itself by the directives of the Canadian Kennel Club.

2. OBJECTS

- (2.1) To do all possible to protect and advance the interests of the six breeds of Dachshunds and all purebred dogs; promote acceptance of the breed standards; and encourage sportsmanlike participation at dog shows, earthdog tests, barn hunts, canine good neighbor, field trials, tracking, obedience, rally obedience, and agility and chase ability trials and match shows;
- 2.2) To encourage, assist and inform breeders, members and Dachshund enthusiasts by whatever means possible;
- 2.3) To conduct and/or support specialty shows, sanctioned matches, obedience and other performance events, and earthdog tests under the rules of the Canadian Kennel Club.

3. NON PROFIT STATUS

3.1) The Club shall be operated on a not-for-profit basis. Any resulting surplus shall not be used to the benefit of any member of the club.

4. BY LAWS

4.1) The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

5. PRIVILEGES

5.1 Only regular and life members in good standing with the Club shall be accorded the privilege of holding office on the Board of Directors. Life members and Regular members may propose and vote on amendments to the Constitution, By-laws and Code of Ethics of the Club, make or second nominations and vote during Club elections and make or second and vote on motions at Club meetings. Associate members may make or second and vote on motions at Club meetings.

5.2 All members are welcome to attend in person or by agreed electronic medium and contribute to meetings and all other functions and activities and to promote the objects of the Club

BY-LAWS

ARTICLE I - MEMBERSHIP

1) **Classes of Membership**

1.1) **Regular Members** - Breeders, enthusiasts and/or owners of Dachshunds, living within the "Area of Operation", provided they are eighteen (18) years of age or over, and eligible for individual membership in the Canadian Kennel Club are entitled to all privileges of the Club.

1.2) **Associate Members** - Breeders, enthusiasts and/or owners of Dachshunds, living outside the "Area of Operation", provided they are eighteen (18) years of age or over. Associates are entitled to move, second and vote on ordinary business at any general meeting of the club at which they are in attendance **in person or by agreed electronic medium. During elections of the Board, Associate Members may not nominate, vote nor stand for office.**

1.3) **Junior Members** - Persons who are eight (8) years of age or over but under eighteen (18) years of age, with a sincere interest in Dachshunds. Junior Members may not vote nor hold office, but are otherwise entitled to all privileges of the Club.

1.4) **Life Members** - Regular or Associate Members who have rendered long and meritorious service to the Club may have Life Membership conferred upon them after nomination to, or by, the Board of Directors, with a two-thirds majority vote of the members attending at the Annual General Meeting. Life Members shall be exempt from membership fees, but shall have all privileges of the Club, except that a Life member living outside the area of operation of the Club shall not hold a position on the Board.

1.5) **Honorary Members** - Persons who have performed an outstanding service to the Club, C.K.C., community and/or Dachshund Breeds may have Honorary Membership conferred upon them after recommendation to, or by, the Board of Directors, with a simple majority vote of the members attending at any general meeting, for a period of one year, renewable year to year. Honorary Members are exempt from membership fees and are entitled to all privileges of the Club, except voting and holding office.

2) **Application for Membership**

2.1) Applicants for membership shall complete the "Membership Application Form" of the Club, and preferably have it endorsed by a member in good standing. (In case of an application that is not endorsed, the Membership Committee, after investigation, may endorse the application.) The Application, together with the appropriate fees, should be forwarded to the Membership Chairperson. The Membership Committee will review the application and recommend acceptance or rejection to the membership.

2.2) The Membership Chairperson will advise the membership of each new application by an e-mail notice. Members may send objections to any application, in writing or by e-mail, to the Club Secretary within one month. Upon receipt of an objection, the Secretary will advise the Membership Committee who will review the objection and perform any necessary investigation, and will then recommend acceptance or rejection of the applicant to the Board. The Board will then vote to accept or reject the application. If no objections are received within one month from the notice, the Membership Chairperson will advise the applicant of his/her acceptance.

2.3) In case of a decision to reject an application, fees will be promptly returned to the applicant with a written notice of rejection explaining the grounds for the decision to refuse the application.

2.4) No person who is expelled from, suspended by, or deprived of the privileges of, or whose membership is terminated by the Canadian Kennel Club for disciplinary reasons or that has been convicted by any canine or animal welfare agency, is eligible to apply for membership in the Eastern Canada Dachshund Club.

3) **Membership Year**

3.1) The Membership Year shall be from April 1st of one year to March 31st of the following year.

4) **Membership Fees**

4.1) The annual fees will be determined by a motion approved at a General Meeting by the members and shall be due on April 1st of each year. All members who have not paid their membership fees by May 1st shall be considered lapsed, and may be dropped from membership and mailing lists of the Club. Lapsed members may be reinstated within the same membership year at the discretion of the Board on receipt of the full applicable annual membership fee **and any other monies owing to the Club.**

5) **Membership Status**

5.1) A member in good standing is a member who has fully paid his fees and/or any monies due and owing to the Club, and that has not been expelled by, or that is under suspension or investigation by the CKC.

5.2) A Junior Member who attains the age of eighteen (18) years during the Club year will become a Regular or Associate Member, depending upon their place of residence, for the balance of that Club year, upon advising the Club Secretary in writing of same.

6) **Resignation**

6.1) A member of the Club may resign at any time, upon written notice to the Secretary, provided all duties and obligations to the Club have been completed and settled in full.

7) Expulsion

7.1) Any member who of his own volition, transacts business for the Club, makes commitments, solicits funds, and/or promotes activities in the name of the Club, except as hereinafter provided, may be expelled from Membership in the Club. Any person expelled from or denied privileges from the Canadian Kennel Club is automatically expelled from the Club.

7.2) Any member found to be in serious violation of the Club's Code of Ethics may be expelled.

7.3) Any person so expelled forfeits the balance of any fees paid to the Club.

ARTICLE II Financial Liability

1.1) The financial liability of a member of the Club to the creditors of the Club, is limited to the amount due from him, or her, in respect of Membership Fees.

ARTICLE III Incurring Expenses

1.1) No member shall be permitted to incur expenses on behalf of the Club, without authority from the Board.

ARTICLE IV Code of Ethics

1.1) The Club shall have a "Code of Ethics" approved by the members and attached hereto. Application for membership will automatically signify the member's acceptance of the Code of Ethics.

ARTICLE V - MEETINGS

1) General Meetings

A minimum of two (2) General Meetings will be held throughout the year on a date and at a place to be determined by the Board. All members to be notified by regular post or electronic mail of the agenda of such meetings at least 15 days prior to the meeting date. Members may attend in person or by agreed electronic medium.

2) Board Meetings

2.1) Board meetings shall be called by the President as frequently as necessary to plan general meetings and conduct other business. Board meetings may include attendance in person or by agreed electronic medium. Records of decisions taken by the Board will be reported to the membership by the President at the next General Meeting.

3) **Quorum**

3.1) A quorum for all General Meetings shall be 8 members, and for Board meetings it shall be 3 members.

4) **Minutes**

4.1) A copy of the minutes of all General Meetings shall be mailed by post or electronic means as soon as possible after the meeting has been held.

5) **Meeting Procedure**

5.1) The order of business for General Meetings shall be as follows:

- a) Identification of members,
- b) Reading minutes of previous meeting,
- c) Reports of Officers, Directors, Committees
- d) Correspondence,
- e) Unfinished business.
- f) If Annual Meeting; Election of Board / Election of Committee
Chairpersons, Auditor.
- g) New business,
- h) Adjournment.

6.1 The order of business at all Board meetings unless otherwise directed by a majority of those present shall be as follows:

- a) President's remarks – purpose of meeting
- b) Reading the minutes of the last meeting
- c) Report of Secretary
- d) Report of Treasurer
- e) Reports of Committees when appropriate
- f) Unfinished Business
- g) New Business
- h) Adjournment

6) **Annual General Meeting**

6.1 The Annual General Meeting of the Club shall be held not later than May 30th of each year at a time and a place to draw the largest possible attendance.

7) **Special Meetings**

7.1) The Board may on occasion call a Special Meeting to deal with business considered too urgent to wait for the next General Meeting or the Annual General Meeting.

ARTICLE VI - ORGANIZATION

1) THE Board of Directors

1.1 The Board of Directors shall be made up of the Executive and three Directors and shall hold office for a term of two years.

2.1) **The Executive** shall consist of the following officers:

- a) President
- b) Immediate Past President
- c) 1st Vice President
- d) 2nd Vice President
- e) Secretary
- f) Treasurer

3.1) **The Directors** –There shall be three Directors, one from each of Atlantic Canada, Quebec and Ontario. The Directors must reside in the area they represent, and shall be elected by an electronic or mail-in ballot of the members residing in each Region.

ARTICLE VII Elections

1.1) The Board is responsible for ensuring that a fair and proper election process is undertaken incorporating a mail-in, e-mail or marked secret ballot at the Annual meeting, conveyed to all eligible Life and Regular members and setting an appropriate deadline for conclusion of the election. Voting by proxy shall not be permitted.

1.2) The Club Secretary shall advise all Life and Regular members that nominations are requested and of the date they must be sent by post or electronic means to the Election Chair.

1.3) The Board may appoint any person or agent to act as Election Chair. The election chair shall confirm the willingness of nominees to stand for office before placing the name on a ballot. Where no nominations for office are received, it shall be the duty of the Election Chair to find a member willing to stand for that office.

1.4 Regular and life members will vote by mail-in, e-mail or marked secret ballot at the Annual meeting for one candidate for Director in their region of residence, i.e. Atlantic Canada, Quebec and Ontario.

1.5) Similarly the election of the Executive shall also proceed by mail-in, e-mail or marked secret ballot at the Annual meeting of all Regular and Life members. The requirement for election as a Director or an Executive shall be a simple majority of votes cast.

2) **Term of Office**

2.1) The term of office shall be two years; however, Officers and Directors may be re-elected for successive terms.

3) **Vacancy**

3.1) Should a vacancy occur on the Board, the vacancy shall be filled by a majority vote of the remaining members of the Board, except in the case of a vacancy in the office of Past President which shall not be filled. In the event the President's seat is vacated it will be filled by the first Vice President, and the resulting vacancy in the office of first Vice President filled by the 2nd Vice President. The consequent vacancy of 2nd Vice President shall be selected by the Board from among eligible Regular members.

3.2) Removing Board Members – The Board by a majority vote may remove a member of the Board for behavior contrary to the best interests of the Club; contrary to the Objects or the Code of Ethics of the Club; or for continuous failure to attend meetings or carry out the duties of his/her office. The resulting vacancy shall be filled as in 3.1) above

ARTICLE VIII ORGANIZATION

1) **Duties of the Board**

1.1) **President** - Shall preside at all general meetings, call and preside over meetings of the Board and shall have all the duties and powers normally vested in the office of the President. The President shall be a voting member of all committees.

1.2) **Immediate Past President** - Shall guide and advise the Board in all problems, giving the officers the benefit of experience gained during his/her term of office.

1.3) **1st Vice President** - Shall have the duties and powers of the President in case the President is absent or unable to act.

1.4) **2nd Vice President** - Shall have the duties and powers of the President in case the President and the 1st Vice President are absent or unable to act.

1.5) **Secretary** - Shall maintain a minute book, circulate minutes of all general meetings to all members, maintain an up-to-date list of member names and addresses, attend to all correspondence regarding the affairs of the Club. The Secretary shall act on the Membership Committee.

1.6) **Treasurer** - Shall receive all funds due or belonging to the Club, deposit same in a bank account in the name of the Club, pay all invoices promptly, maintain accurate records for the Club's finances, open at all times to inspection by the Board, and shall report on the Club's financial condition at general meetings, and prepare a full financial statement for presentation at the Annual General Meeting. The Treasurer shall maintain a record of, and be responsible for knowing the whereabouts of, all physical assets belonging to the Club.

1.7) **Directors** – The directors will have a particular responsibility to bring the views of the Club’s membership in each region to the deliberations of the Board.

ARTICLE IX - COMMITTEES

1) Standing Committees

1.1) Standing Committees will be

- 1) Membership
- 2) Show
- 3) Education

1.2) The members at the Annual General Meeting shall elect a Chairperson for each of these Standing Committees. The Chairperson will have power to add committee members as required. Standing Committee Chairpersons, if not already on the Board, shall have the same privileges as a Director.

1.3) The Board, at the first Board meeting following the Annual Meeting, shall appoint people to carry out certain Club activities. These activities may include but are not limited to Newsletter Editor, Website Administrator, Field **Activities** Coordinator, Dachshund Rescue Chair, Federation of Dachshund Clubs Representative, Sunshine Convener, Archivist

1.4) Special Committees

1.4.1) Special Committees may be formed, as required, for a specific purpose not covered by one of the Standing Committees.

These Committees shall be temporary and limited in scope to the purpose for which they were created. Specific matters concerning the Dachshund Breeds, such as Breed Standards, Regulations, Registrations, Genetic and Health concerns, and other technical matters may be referred to a Committee by the Board. The Committee will take the necessary steps to obtain input from all members concerned, will contact individuals and/or institutions for information and will prepare a report and/or recommendation to the Board within a time specified by the Board.

1.4.2) Any Special Committee appointment may be terminated by the Board on a majority vote of the Board and upon written notice being sent to the appointee, and the Board may appoint a successor to the person whose services have been so terminated.

ARTICLE X - FINANCE

1) Fiscal Year

1.1) The Fiscal Year of the Club shall be the Membership Year.

2) Banking

2.1) The funds of the Club, with the exception of a specified amount to be designated as "Petty Cash", shall be placed in an account in the name of the Club at a branch of a Canadian Chartered Bank as authorized by the Board of Directors. A Petty Cash advance may be authorized by the Board of Directors to be held by any member of the Club to defray expenditures by the member in giving effect to an event or activity of the Club. All such advances must be accounted for to the satisfaction of the Club Treasurer no later than the end of each fiscal year.

3) Signing Authority

3.1) The signing authority for all cheques issued on behalf of the Club, and all other documents dealing with Club business, shall be vested in the Treasurer, President and 1st Vice President, with the proviso that any two of these on a cheque or document constitutes authority.

4) Auditors

4.1) Members at the Annual General Meeting may appoint one or more persons, preferably with accounting experience, to audit the financial records at the end of the Club's Fiscal Year.

ARTICLE XI – DISCIPLINE

1.1) Any member who is suspended, debarred, expelled or deprived of privileges of the Canadian Kennel Club by the Canadian Kennel Club shall be suspended from the privileges of the Eastern Canada Dachshund Club for a like period.

1.2) Disciplinary action for alleged misconduct or actions prejudicial to the interests of the Eastern Canada Dachshund Club Inc. or the breeds of Dachshund must be initiated by a written complaint to the President of the Club, specifying the exact nature of the offence and providing as many details as possible. The complaint must be signed by at least one member in good standing. Upon receipt of a complaint, the President shall call a special meeting of the Board. Before this meeting is held all members of the Board shall be notified by mail or electronic means of the purpose of the meeting, together with all available details of the complaint. Any member or members charged in the complaint shall be similarly notified, and shall have the right to be heard and in attendance at the special meeting. No member of the Board who has been the subject of a complaint shall take part in any of the deliberations of alleged misconduct except to exercise the right to respond to the allegations made.

1.3) If the Board finds that the alleged misconduct is founded it may impose any penalty up to and including suspension from the club on a majority vote of the Board.

1.4 Expulsion of a member from the club shall be accomplished at a General or Special Meeting of the Club following a proper hearing and upon the recommendation of the Board or Committee being provided as stated in paragraph 1.2) 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 own behalf. The meeting shall then vote on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion. At the discretion of the Board, expulsion may also take place by mail-in **or e-mail** vote consisting of a 2/3 majority of votes cast. Proxy voting is not permitted.

ARTICLE XII - Amendments

1.1) Amendments to the Constitution, Code of Ethics or By-Laws of the Eastern Canada Dachshund Club must have the support of 2/3 of the votes cast by eligible Regular and Life members of the Club to be enacted.

1.2) Notice from the Board, or by petition signed by at least 10 individual members seeking to amend the Constitution or By-Laws must be communicated to the Club Secretary in writing. The Secretary will advise all voting members of these proposed amendments in writing or by e-mail not later than 30 days prior to the Annual General Meeting or a Special Meeting called specifically for this purpose. Voting shall be by secret ballot at the meeting or by mail-in or e-mail ballots. Proxies shall not be allowed.

ARTICLE XIII – DISSOLUTION

1.1) The Club may be dissolved 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 favor of the decision to dissolve; proxies are not permitted. In the event of the dissolution of the club whether voluntary or involuntary or by operation of the 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 payment 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 Board.

RESOLUTIONS

Resolution #1 - Membership Fees, passed August 22, 1976

Resolved that the Membership fees of the Club be as follows:
Current scale of fees:

- Regular Member \$25.00 (amended November 27, 2016)
- Associate Member \$25.00 (amended November 27, 2016)
- Junior Member \$ 5.00
- Life & Honorary Members no fee

Maximum total fees per family - \$40.00. (amended Nov. 27, 2016)

Resolution #2 - Petty Cash, deleted May 1, 1999

Resolution #3 - Bank Account, passed December 6, 1998

Resolved that the Treasurer be authorized to explore alternative banking arrangements on terms more favorable to the Club and that approval of any new arrangement be consistent with Article V, para 2, of the By-laws of the Club.

Resolution #4 - New Memberships, passed April 1, 1977

Resolved: that when any new member's application for membership is accepted during the months of January, February or March, the fees paid by that Member shall be applied to the following fiscal year.