Poodle Club of Canada Constitution

1. NAME OF CLUB

1.1. Poodle Club of Canada (PCC)

1.2. Area of Operation:

Canada

1.3. Roberts Rules:

The rules contained in the current edition of the Roberts Rules of Order shall govern the Club 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 (CKC) 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 CKC.

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 CKC and to abide by the CKC Code of Ethics.

H. The 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 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:

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

3.2. Eligibility:

The Club shall consist of members, the number of which shall be unlimited. A list of the

names and addresses of such members shall be kept by the Membership Secretary and shall be open for inspection. All members of the Executive and Directors must be members of the CKC in good standing.

3.3. Membership Categories:

A. Associate Member

- **i.** May attend member meetings and participate in discussions.
- **ii.** Eligible to serve on committees, and volunteer for club events, with the exception of the Discipline Committee.
- **iii.** Eligible to receive Club certificates or awards for their Poodles, such as the Versatility Award, or a Top Producer status.
- **iv.** Ineligible to advertise membership with the Club, on their website, advertising, and communications. This includes using the Club Logo on their websites, advertising, and communications.
- **v.** No voting rights.
- **vi.** Any member under the age 18 will remain an Associate member until they are 18 years of age.

B. Regular Member

- **i.** Must over 18 years of age or older.
- **ii.** Includes all privileges of Associate membership.
- **iii.** Right to vote.
- **iv.** Regular members must be CKC members in good standing:
  - **a)** to vote on CKC Breed Standard Changes.
  - **b)** to be eligible to serve on the Executive.
- **v.** Right to hold office.
- **vi.** May advertise to the public that they are a PCC member
- **vii.** May advertise their dogs or litters through the PCC website or social networking.

C. Family Membership

- **i.** For more than one member within the same household, each member will have the privileges of their respective membership category.
- **ii.** For each additional applicant within the same household a half-priced membership fee will apply.

D. Lifetime Membership (no change)

i. 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:
  a) A minimum 35 years of continuous adult membership in good standing in the PCC, held at least three terms of office and/or chaired major committees over the years.
  b) Contributed to the PCC by attending meetings, by donations and/or volunteering at Club events in a majority of the years of their membership.
  c) 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.

ii. 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 PCC with all the privileges of membership but with no yearly fee.

iii. All privileges of the Club.

iv. Excused from annual membership fee. (/no change)

3.4. Requirements for New Members

A. Associate Member

i. A Poodle enthusiast.

ii. Has not been convicted of a crime involving animal abuse or neglect.

iii. Has not been expelled by the CKC or under a current suspension from the CKC.

iv. Required to sign a statement annually upon renewal confirming that they will abide by the Club's current Code of Ethics and the Privacy Policy.

B. Regular Member

i. Own or have previously owned a CKC registered Poodle.

ii. Applicants for Regular membership shall have been an Associate member for 4 full quarters.

iii. Meets all criteria of an Associate Member in section 2.A.

iv. Is a resident in Canada.

v. During the previous year, is required to:

a) Attend at least 2 meetings of the PCC General Meetings of the Members, or half of the minimum required meetings as set out by the constitution, and the preceding AGM.

b) Notwithstanding the above requirement, the membership is required to make reasonable exemptions for members not meeting the requirement. The members may submit to the Membership secretary in writing the reason why the above criteria could not be met and exemptions to be made by the membership committee. Examples: illness, travel or hardship.

vi. Has current active involvement in purebred dogs in Canada, may include, but not limited to, participating in events, competing, assisting other competitors, judging, stewarding, volunteering, teaching; or any other reasonable form of "involvement" considered reasonably analogous to the above examples.

a) Examples of "events" may include, but not limited to CKC: Shows, Trials, Tests, Sanction Matches; CKC Club hosted: Fun matches, Educational or "meet the breeds" events, Health clinics or any other reasonable form of "event" considered reasonably connected to the CKC or PCC.

b) Notwithstanding the above requirements, the membership is required to make reasonable exemptions for members not meeting the active involvement requirement that would be considered discriminatory to such members, my include age, health or disability, caregiver obligations, emergency and disaster situations, and any other circumstance that would reasonably prevent the member from complying with the "active involvement" requirement.

C. Family Membership

i. Each family member is required apply and gain entry to the PCC on their own merit as individual applicants.

ii. Each member of the household has the privileges of their respective membership category.

iii. Each additional member (18 years or older) residing at the same address will pay half the Regular Membership rate.

3.5. Membership Approval Process

A. Associate Member

i. To become an Associate member, an application, confirming by signature, that all Associate Membership requirements are met as per section 2.A, agreeing to adhere to the Code of Ethics must be filed with the Membership Secretary showing the applicant meets the Associate membership criteria. The prorated fees for the year are due on acceptance into the club.

ii. Applications will be accepted, eligibility confirmed, and be processed within 30 days by the Membership Secretary.

iii. Applicants' names will be published to the Membership and the Membership will have 14 days to object to the application. The only recourse for refusal for Associate membership is that an applicant does not meet the Associate Membership criteria in section 2.A.

iv. Should there be no objection, the applicant will automatically be provided with Associate membership in 30 days.

v. A member who wishes to object must submit documents supporting their objection to the Membership Committee within 7 days of application being posted.

vi. The applicant will be notified of the complaint immediately and granted 7 days to provide their supporting documentation to dispute the objection.

vii. The Membership Committee will provide a written response to the objecting member and applicant within 14 days of receiving all supporting documents from both parties.

viii. Supporting documents shall remain confidential, to reduce unnecessary conflicts or reputational damage. The committee will report their findings to the Membership by report at the following General Meeting of the Membership

ix. If the objection is valid, the applicant will be notified of the specific area(s) where their application did not meet the requirements.

x. If the objection if found invalid, then the applicant will be granted an Associate Membership.

xi. Rejected applicants must wait one full year before applying again for Associate membership.

Note: It is the responsibility of the complainant and applicant to supply supporting documentation to support their claims, it is not the responsibility of the Membership Committee.

B. Regular Member – Applicable to Associate Members wishing to become Regular Members

i. To become a Regular member, an application confirming by signature, that all Regular membership requirements are met as per section 2.B, agreeing to adhere to the Code of Ethics, and Privacy Policy, must be filed with the Membership Secretary. The prorated fees for the year are due upon confirmation of acceptance of the Regular membership.

ii. Applications will be accepted, eligibility confirmed, and be processed quarterly by the Membership Secretary, January, April, July, and October

iii. Applicants' names will be published to the Membership and the Membership will have 14 days to object to the application. The only recourse for refusal for Regular membership is that an applicant does not meet the Regular membership criteria in section 2.B.

iv. Should there be no objection, the applicant will automatically be provided with Regular membership in 30 days.

v. A member who wishes to object must submit documents supporting their objection to the Membership Committee within 7 days of application being posted.

vi. The Associate member will be notified of the complaint immediately and granted 7 days to provide their supporting documentation to dispute the objection.

vii. It is the responsibility of the complainant and applicant to supply supporting documentation to support their claims, it is not responsibility of the Membership Committee.

viii. The Membership Committee will provide a written response to the objecting member and applicant within 14 days of receiving all supporting documents from both parties.

ix. Supporting documents shall remain confidential, to reduce unnecessary conflicts or reputational damage. The committee will report their findings to the Membership by report at the following General Meeting of the Membership

x. If the objection is valid, the applicant will be notified of the specific area(s) where their application did not meet the requirements.

xi. If the objection if found unsubstantial then the applicant will be granted a Regular membership.

xii. Rejected applicants must wait one full year before applying again for Regular membership.

3.6. Fees:

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

B. The yearly fee for Regular, Associate and Family memberships 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.

C. 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.

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

E. Associate members under the age of 18: membership fee shall be one-quarter of the Regular membership fee.

F. Termination of Membership. Memberships may be terminated as follows:

i. Resignation -any member in good standing may resign from the Club by providing written notice to the Membership Secretary.

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

iii. Expulsion -a membership may be terminated as provided in section 10 of these bylaws.

G. 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. Minimum number of Meetings:

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 Club shall consist of the President, two (2) Vice- Presidents, Recording Secretary, Membership 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, Membership 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.

5.3. Committees:

A. Standing Committees

i. Amendment (3 appointed members) To carry out amendments to the Constitution
ii. Library
iii. Good & Welfare
iv. Newsletter
v. Events Coordinator
vi. Conformation Show Chair
vii. Obedience and Rally Chair
viii. Field Chair
ix. Versatility Chair
x. Agility Chair
xi. Trophy Chair
xii. Breed Health
xiii. Website
xiv. Membership
xv. Education
xvi. Financial Review

B. 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:

i. Breed Standards
ii. Strategic Planning
iii. Top Producer

C. Executive Committee:

To consist of the Club's Executive. (President, Vice-President, Second Vice-President, Recording Secretary, Membership 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.

5.4. 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.

5.5. Terms of Office

A. 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.

B. 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 the Club 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 Membership 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. Family Members:

No two family members may concurrently hold the positions of President, 1st and 2nd Vice President, Membership Secretary, Recording Secretary or Treasurer.

7. THE ANNUAL GENERAL MEETING (AGM)

7.1. The AGM:

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 TO THE CONSTITUTION

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 Membership 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 Membership 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.

8.6. 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 Membership 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 Membership 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 Membership 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 Membership 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.

11.4. 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.

11.5. The Membership Secretary:

Shall have charge of all correspondence relating to the Club. When welcoming a new member, the Membership Secretary with the assistance of the Membership Chairperson, shall send the member written notice of acceptance and a copy of the Constitution. The Membership Secretary shall, with the assistance of the Membership Chairperson, keep a record of all membership information. The files and records of the Membership Secretary shall be open to inspection at all times.

11.6. 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 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 Membership Secretary and the Treasurer. The Treasurer and Membership 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

Under this heading are included remarks and debates to promote the interest of the Club and breeds in general

12.12. Braggart's corner
12.13. Adjournment

13. REGIONAL DIVISIONS

13.1. Minimum requirements:

Are twenty (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 Membership 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 Membership Secretary on all letterhead.

13.2. The Aims:

Shall be the aims of the Club.

13.3. The Purposes of the Regional Division shall be:

A. To allow efficient holding of regional events.

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

C. 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 Membership 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

14.1. The PCC:

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: February 2025

This version of the Constitution of The Poodle Club of Canada if approved will supersede all previous versions.