

## **BY-LAWS OF THE SCENTRAL ONTARIO TRACKERS**

### **ARTICLE I**

#### **NAME:**

This club shall be known as the **SCENTRAL ONTARIO TRACKERS**, herein after referred to as the Club.

### **ARTICLE II**

#### **OBJECTIVE:**

Those listed in the Constitution.

### **ARTICLE III**

#### **FINANCES:**

(1)

#### **Fiscal Year:**

The fiscal year shall run from January 1st to December 31st of the same year.

(2)

#### **Signing Officers:**

All cheques drawn on the Club's bank account must bear two signatures. The signers shall be the Treasurer and any one of the President, Vice-President, or Secretary.

### **ARTICLE IV**

#### **MEMBERSHIP, ADMISSION TO MEMBERSHIP, RESIGNATION AND RE-ADMISSION TO MEMBERSHIP:**

(1)

#### **Eligibility:**

(a) Any person will be eligible for membership upon acceptance of the Club membership application, and must abide by and adhere to the By-Laws as set out in the constitution.

(b) The application for membership must be on the form provided by the Membership Chair. The Membership Chair will post the name of the proposed new member to the Club's forum for members to respond to the application. Members will have 30 days to comment. This application, together with the appropriate membership fee, and responses from the members will then be returned to the Membership Chair for presentation to the Board of Directors for approval.

(c) Upon acceptance, the Membership Chair will distribute to the new member, a copy of the Constitution and By-Laws. The new member is then expected to conform to them.

(d) Upon acceptance, membership shall become effective retroactive to the

date of application.

(e) Upon acceptance the member will be an Associate member for a period of one (1) year, during which they will not have voting privileges.

(e) For the purpose of establishing membership dues, there shall be two classes of membership, i.e. Family and Regular. Any new member(s) joining the Club between September 1st and December 31st shall pay half of the current membership fee for the remainder of the year. Associate members will pay the due rate as set for Family and Regular members.

(f) Membership dues are payable by the 1st of January each year. Any member whose current dues are not paid within one month of the due date (i.e. February 1st of the same year) shall be notified by the Membership Chair to this effect and given one further month's grace. If the dues are not paid by the end of the second month, the Membership Chair shall inform the member that he/she is considered to have resigned from the Club.

(g) When complaints or charges are made against a member, they shall be presented in writing to any member of the Executive. When a member is recommended to be expelled, the Executive Committee shall investigate the charges. A Special Meeting must be called of the Executive for the purpose of discussing the report. The Secretary must notify the accused at least fourteen (14) days prior to the meeting, furnishing him/her with a copy of the complaints and offering the opportunity to resign or refute the charges. No member can be expelled by less than a two thirds (2/3) majority vote of the Executive present. The vote shall be by secret ballot.

(2) **Resignation from Membership:**

Any member may resign his/her membership by letter to the Membership Chair.

(3) **Re-application for Membership:**

(a) Re-application for membership of former members shall be in the same manner as for a new application [Article IV, Section (1) (b)].

(b) Failure to pay membership dues in full by the end of the grace period of the current fiscal year shall mean that Club privileges shall be rescinded until membership fees have been paid in full to the Membership Chair.

**ARTICLE V**

**SCHEDULE OF ORDER OF MEETINGS AND BUSINESS:**

(1) **General Meetings:**

One Annual General Meeting, open to all members, shall be held once/year. Special Meetings of the Club may be called by notice in writing or by personal communication addressed to each member so that in any case, each member may be expected to know of such meeting fourteen (14) days in advance of the date and hour set for such Special Meeting.

(2) **Executive Committee Meetings:**

(a) The President may convene an Executive Committee Meeting at any time and for any purpose. In addition to the Executive, these meetings shall be open to all other members of the Club who may participate in any discussion but shall cast no vote. Minutes of such Executive Committee Meetings shall be sent to each member of the Executive by the Club Secretary within one week of that meeting.

(3) **General Meeting Order of Business:**

(a) The order of business to be followed at all General Meetings shall follow Roberts Rules. The order shall be as follows:

1. Call meeting to order
2. Acceptance of minutes of previous General Meeting
3. Correspondence
4. Reading of Financial Statement and acceptance
5. Reports of Officers and Committees
6. Unfinished Business
7. New Business (including Business arising from correspondence and the minutes of the Executive Committee Meetings.)
8. Set time and place for next meeting
9. Adjournment of Meeting

(b) The Order of Business for the Annual General Meeting shall progress in the same order to number 6 at the conclusion of which the Nominations and Elections of Officers shall take precedence over number 7. At the conclusion of the election, the meeting shall be resumed with the regular order of business with the new Executive in office.

(4) **Executive Committee:**

(a) The Order of Business to be followed at all Executive Meetings shall be:

1. Call meeting to order
2. Acceptance of minutes of previous Executive Meeting
3. Correspondence
4. Treasurers Report
5. Unfinished Business
6. New Business
7. Set time and place for next meeting
8. Adjournment

(b) Should a vacancy occur on the Executive, the Executive can appoint an Officer or Director to serve until the next General Meeting.

## ARTICLE VI

### **ELECTIONS AND DUTIES OF EXECUTIVE COMMITTEE AND OFFICERS:**

(1) **Nominations:**

(a) A Nominating Chair shall be appointed by the Executive. If necessary, the Nominating Chair shall form a Committee, choosing from among the Club members.

(b) The Nominating Chair shall tend to the duties as set by the Executive.

(2) **Elections:**

(a) The Nominating Committee Chair and an impartial member shall open the ballots at the Annual General Meeting and tally the votes.

(b) Elections for Officers and Directors shall be by secret ballot and a majority is sufficient for election. The terms for the Officers and Directors are as set out in the Constitution. The new Officers and Directors shall commence their duties immediately following the conclusion of the elections.

(3) **Duties of Officers:**

(a) **President:**

- Chairs all Executive, General and Special Meetings.
- Enforces Constitution and By-Laws.
- Supervises the affairs of the Club and all Committees.

- Votes on amendments to the Constitution and By-Laws.
- Votes on expulsion of members.
- Votes on election of Officers.
- In the case of a tied vote, casts the deciding vote.

(b) **Vice-President:**

- In case of the absence of the President, or his/her inability to perform his/her duties, shall perform the duties of the President, and shall have equal powers during such performance.
- Reports to the President.

(c) **Secretary:**

- Attends all Executive, General, and Special Meetings and records minutes of it in a book provided by the Club.
- Distributes said minutes to all Club members.
- Receives, replies to and files Club correspondence.
- Reads correspondence at the meeting following their receipt.
- Reports to the President.

(d) **Treasurer:**

- Pays normal operating expenses as required. Any bills in excess of \$500.00 shall require Board approval.
- Collects and receives money paid to the Club and deposits it into the Club bank account.
- Keeps a record of Club income and expenses.
- Presents a financial statement at each General and Executive Meeting.
- Presents a year-end report.
- Audits books and/or statements kept by Officers or Committee Chairs with cash floats.
- Gives the financial records to the Auditors for review.
- Keeps previous years' records.
- Reports to the President.

(e) **Directors:**

- Assist the Executive in executing the Club activities.

**ARTICLE VII (1)**

**Auditors:**

- Two (2) auditors will be appointed annually by the Executive from the General Membership.
- Examine the financial status, bookkeeping, backup documentation and financial procedures of the Club.

- Submit a written report to the Club.
- Make further audits if requested to do so by the Executive Committee.
- Report to the President.

**ARTICLE VIII     CANADIAN KENNEL CLUB:**

The Club recognizes the Canadian Kennel Club as the final authority on all matters pertaining to its activities and as the Court of Appeal in all matters that would come under its jurisdiction, except that the Club retains unto itself authority over its own Constitution and By-Laws and matters of internal government.

**ARTICLE IX     AMENDMENTS:**

**(1)     Proposal for Amendments**

Amendments to the By-Laws may be proposed by the Executive Committee or by written petition addressed to the Secretary signed by five (5) members in good standing. Amendments proposed by such petition shall be considered by the Executive Committee at the next regular meeting and must subsequently be presented to the Executive within ninety (90) days of the date when the Secretary received the petition.

**(2)     Amendments by Vote**

The By-Laws may be amended at any time provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing on the date of mailing, accompanied by a ballot on which he may indicate his choice for or against the action to be taken. Dual-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 thirty (30) days after the date of the mailing date of mailing by which date the ballots must be returned to the Secretary to be counted. A two thirds (2/3) majority vote of all eligible voting members is required. Proxies are not allowed.

**(3)     Canadian Kennel Club Approval**

No amendment(s) to the By-Laws shall become effective until approved by The Canadian Kennel Club.

**ARTICLE X      STANDING RESOLUTIONS:**

- (1)      A new Resolution cannot conflict with the Constitution or the By-Laws.

**ARTICLE XI      DISSOLUTION:**

- (1)      The Club may be dissolved at any time by providing to the CKC, written documentation signed by at least two thirds (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 for the 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 member 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.
- (2)      Upon settlement of all bills and accounts, any funds remaining shall be donated to a charitable organization for the benefit of dogs as selected by the Executive Committee.