

CONSTITUTION

1. NAME

The name of the Club shall be **Mill Creek Retriever Club**, otherwise referred to as the “MCRC” or the “Club”.

2. AFFILIATION

The Club shall maintain recognition by the Canadian Kennel Club (CKC) and shall operate in accordance with the By-Laws, Rules, Regulations and Policies of the CKC.

3. PURPOSE AND OBJECTIVES

The Club shall:

- (a) develop interest in, increase the knowledge of, and otherwise advance the abilities of all sporting and retriever breeds.
- (b) to conduct sanctioned and approved events (Working Certificates, Hunt Tests and Field Trials) under the Rules of the Canadian Kennel Club.
- (c) support training and exhibiting; and encourage sportsmanlike conduct at Working certificates, Hunt tests and Field trials.
- (d) publish and circulate to all members a newsletter at least twice a year; and
- (e) operate on a non-profit basis. Any resulting surplus shall not be used to the benefit of any member of the Club.

4. AREA OF OPERATION

The area of operation of the Club shall be from: The town of Winterbourne, east to Milton, and south to Hwy#5, Waterdown, and west on Hwy 5 to St. George, North to Winterbourne. This area shall mark the perimeter of our area of operation.

5. AMENDMENTS TO THE CONSTITUTION

The members of the Club may, from time to time, revise the Constitution of the Club as may be required to carry out the above purposes and objectives. Such amendments must be submitted to the voting membership and will require a seventy-five percent majority of the membership to be accepted.

BY-LAWS

1. MEMBERSHIP

1.1 Membership Year

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

1.2 Eligibility

Membership shall be open to all persons who have an interest in the purpose and objectives of the Club. Members of the Club must be in good standing with the CKC.

1.3 Applications for membership are to be sent to the Secretary and must be on the appropriate form as approved by the Board and contain the following:

- (a) the completed and signed form;
- (b) the prescribed fee; and
- (c) except for Founding Members, the signature of two sponsors who are existing members in good standing with the Club.

- 1.4 The Board of Directors shall have the authority to reject any application not meeting all requirements and inform applicants of acceptance or rejection by phone, written letter or email.
- 1.5 Memberships accepted by the Board will be voted on by all the voting members of the Club and only when approved will be published in the next edition of the newsletter (and/or on the Club website). The new member will receive a written confirmation of their acceptance into the Club.

2. CLASSES OF MEMBERSHIP

- 2.1 FOUNDED MEMBERSHIP shall be accorded to those individuals who are 18 years of age and older and hold membership when the Club applies to the CKC for recognition. Founding Members may be voted to Life Membership after being members for at least ten years following the recognition of the CKC.
- 2.2 ORDINARY MEMBERSHIP shall be granted to persons who are 18 years of age or older, who are legal residents of Ontario and who, are members in good standing with the CKC. Ordinary Members may vote at all meetings and elections;
- 2.3 FAMILY MEMBERSHIP shall be granted to those members where more than one member is living at the same residence. Family Members must be in good standing with the CKC and may vote at all meetings and elections.
- 2.4 JUNIOR MEMBERSHIP is open to those persons who have not reached the age of 18 years. Junior members do not pay dues and shall not have voting rights in the Club. Junior members, who have been a member of the Club for a period of one year or more automatically become Ordinary members upon reaching their 18th birthday and having paid the respective annual dues.
- 2.5 LIFE MEMBERSHIP may be granted to Founding Members who have been continuous members for at least five years after recognition of the Club by the CKC. Life Membership may be granted to Ordinary Members who have made outstanding contributions to the Club and their respective Breed over a long period of time and who have been continuous members of the Club for at least ten years. Proposed names will be nominated by the Board of Directors and must be voted for by the general membership by a two-thirds majority vote. Life Members do not pay dues, but do have voting privileges.

3. DISCIPLINE

- 3.1 Any member of the Club who is suspended from the privileges of the Canadian Kennel Club shall be automatically suspended from the Club. Loss of privileges will be for the same period as the CKC suspension.
- 3.2 A member may be disciplined by the Board of Directors for conduct prejudicial to the best interest of the Club. Upon receipt of an official complaint, the Board of Directors shall appoint a disciplinary committee consisting of two members of the Board plus one other member in good standing. The Committee shall then notify the member of the complaint by registered mail and set a date for a hearing. The committee shall then hear the complaint (oral or written) and submit a report and recommendation to the Board for final action. The Board may dismiss the complaint or apply a suitable action such as a letter of reprimand, a request for an apology, suspension or expulsion.

4. TERMINATION OF MEMBERSHIP

- 4.1 Resignation – Any member in good standing may resign from the Club upon written notice and payment of any financial indebtedness to the club.
- 4.2 Lapsing – If a member's dues remain unpaid as of March 31 of the calendar year, the membership will be considered as lapsed and automatically terminated. A lapsed membership may be reinstated at any time

prior to the end of the respective year by payment of the annual dues. If the membership is not reinstated, the lapsed member must submit an application to rejoin the Club.

- 4.3 Expulsion – Expulsion of a member may be effected only by recommendation from the Board, following action under Section 8 - Discipline. A motion to this effect will be circulated amongst all members and a two-thirds vote, of those responding, in favor of expulsion will be necessary.

5.0 EXECUTIVE OFFICERS AND DIRECTORS

- 5.1 Executive Officers and Directors shall be members in good standing of the Club and shall be legal residents of Ontario.
- 5.2 The Board of Directors shall be comprised of the President, Past-President, Vice-President, Secretary and Treasurer. The positions of Secretary and Treasurer may be held by one individual.
- 5.3 The property and business of the Club shall be managed by the Board.
- 5.4 The Board will assume office on January 1 following the election and hold office for two years or until such time as another Board is elected.
- 5.5 Vacancies occurring on the Board during the term of office shall be filled by election of a majority vote of the Board, except for vacancy in the office of President which is filled by the Vice-President.

6. DUTIES OF EXECUTIVE OFFICERS

- 6.1 The President shall:
- (a) be the Chief Executive Officer;
 - (b) automatically be a member ex officio of all committees;
 - (c) with the aid of the Secretary, have charge of all external correspondence;
 - (d) chair all Executive, Board and General meetings; and
 - (e) have the deciding vote when equality is reached in any voting.
- 6.2 The Past-President shall:
- (a) act as an advisor to the President; and
 - (b) undertake any other tasks assigned by the President or the Board.
- 6.3 The Vice-President shall:
- (a) perform all the duties and exercise the powers of the President in the absence of the President or in the case of the President's death or incapacity; and
 - (b) undertake any other tasks assigned by the President or the Board.
- 6.4 The Secretary shall:
- (a) record, transcribe and maintain all minutes of Executive, Board and General meetings;
 - (b) have charge of Club internal correspondence;
 - (c) have charge of external correspondence as directed by the Board through the President;
 - (d) keep an up-to-date roll of and members; and
 - (e) be responsible for the record centre and produce subsequent lists and documents as required.
 - (f) maintain any club website and produce the newsletter as required unless these duties have been taken over by another member of the Club.
- 6.5 The Treasurer shall:
- (a) collect and receive all monies due or belonging to the Club;
 - (b) deposit same with a Chartered Bank or Credit Union in an account in the name of the Club;
 - (c) co-sign, with the Secretary or President or other Board appointed officer (as necessitated by geography) all cheques issued by the Club;

- (d) provide quarterly detailed financial reports to the Board and an annual detailed report to all members;
 - (e) keep the financial books opened at all times for inspection by the Executive; and
 - (f) have the financial records audited annually or as required by a member other than those with signing authority or an outside individual as directed by the Board or the Membership.
- 6.6 The above described duties may be from time to time assigned to another officer, however, the responsibilities for their effective completion cannot be transferred or delegated.

7. ELECTIONS

- 7.1 A nomination ballot shall be sent to all members no later than June 30 in an election year. If possible, this ballot may be included in a newsletter. All nominations for office must be received by the Secretary, in writing, prior to the deadline established. The Secretary will contact all persons nominated and determine their willingness to stand.
- 7.2 Election ballots shall be sent to all Ordinary and Founding members in good standing no later than September 30 of the election year. If possible, this ballot may be included in a newsletter. The ballots returned by the deadline will be counted by an election officer and a witness appointed by the Board. Whenever possible, this is to be the CKC Director of the CKC zone where the Secretary resides. Zone Directors will be voted on only by members residing in that respective zone.
- 7.3 A majority of voting members shall prevail.

8. COMMITTEES

- 8.1 The Board shall appoint such committees it deems necessary to further the aims of the Club.
- 8.2 Upon completion of the tasks assigned to the respective Committee, that Committee shall automatically be dissolved.

9. MEETINGS

- 9.1 **Board of Directors Meetings**
The Board of Directors will meet at least once quarterly. Where it is not possible to meet physically, a conference call meeting or online meeting may be called. The Board will be active throughout the year by communicating and conducting business via motions, voted on by all Board members or of quorum, which will be 2/3 of the board members.
- 9.2 **General Meetings**
There will be a minimum of two Regular General Meetings per year – the Annual General Meeting and a Regular General Meeting. These meetings shall be at least four months apart.
- 9.3 **Annual General Meeting**
Its purpose will be to give reports of the Treasurer, all committees and the Board of Directors and to encourage dialogue amongst all members of the Club. Amendments to the Constitution shall be voted on at the Annual General Meeting.
- 9.4 **Regular General Meeting**
This meeting will be held at a location and on a date determined by the Board and communicated to all members a minimum of thirty days prior to the meeting being convened. The agenda will be set by the Board but will include a Treasurer's Report and a report from the Board on any activities since the previous General Meeting.
- 9.5 **Use of E-Mail**
E-mail correspondence may be utilized to put forward individual motions on items deemed urgent by the Executive of the Club. The voting received shall be recorded by the Secretary and officially reported at the next meeting.

10. OFFICIAL PUBLICATION

- 10.1 The Club Newsletter shall be the official semi-annual publication.
- 10.2 Deadlines for all editions shall be printed in each issue.
- 10.3 The following statement is to be included in each issue of the Newsletter: “This newsletter is the official publication of the Mill Creek Retriever Club. Any opinions expressed herein are those of the respective author and not necessarily those of the Editor(s) or the Board of the Club. The Editor(s) reserve the right to reasonably edit all material submitted for publication. Permission to reprint is granted, provided that proper credit is given to the author, the Club, and the Newsletter.”
- 10.4 The Board’s reports and minutes shall be published in an administrative section of the newsletter (including the authors’ names).

11. VOTING

- 11.1 The Board will make motions from time to time and circulate them to the members for voting by email. Matters of significance to all members must be democratically voted on by all voting members. These matters must include such items as location and names of judges for Standing Resolutions. Any member may petition the Board to entertain a motion but the Board will reserve the right to circulate such motions.
- 11.2 The Board will also form committees as required from time to time to discuss and formulate propositions concerning any topic or any needed changes to the Constitution and By-Laws. These committees will be comprised of members and will have any proposals printed in rough draft for comments by individual members. Brief written comments will be published to committee members and matters will be thoroughly discussed before any final drafts are submitted to the Board for approval and to the membership for voting.

12. FINANCE

- 12.1 The financial year of the Club shall commence on the first day of January and shall conclude on the last day of December.
- 12.2 All monies due or belonging to the Club shall be governed as per 6.5 (Duties of the Treasurer).
- 12.3 Dues:
- (a) The membership shall be charged fees as detailed in a Standing Resolution attached to these By-Laws.
 - (b) Any new member having paid a membership fee after October 1 or any year shall be deemed to have paid the dues for the ensuing year.
- 12.4 No member who has not paid their dues for the current year shall be able to vote.
- 12.5 The Treasurer will officially advise all members in the final issue of the Newsletter of the necessity of renewing their membership for the following year. This shall be the only mandatory members’ notice for their dues which shall be payable on or before the 1st day of January of each year.

13. PROCEDURE

All meetings of the Club and of its governing bodies and all other matters of practice and procedure not otherwise herein specified shall be governed by the ‘Common Law of Procedure of Canada, Roberts’ Rules of Order’, current edition.

14. REVISION OF THE BY-LAWS

The members of the Club may, from time to time, revise the By-Laws of the Club as may be required to carry out the Club's purposes and objectives. Such amendments must be submitted to the voting membership and will require a sixty-six and two-thirds percent majority of the membership to be accepted.

15. DISSOLUTION

Should remain inactive for a period of two (2) years or should seventy-five percent of its membership decide to dissolve the Club, all assets will be converted to cash and transferred by way of certified cheque or bank draft to the Ontario Veterinary College Pet Trust to be utilized for canine research.

STANDING RESOLUTION

- A) Any equipment and property loaned to the Club by John Hamilton will remain the property of John Hamilton should the Club dissolve.
- B) That the annual membership fee for 2009 is \$25.00 per individual or \$40.00 per family.