

## CONSTITUTION

1. The name of the organization shall be the "**Dogwood Pacesetters Canine Sports Club**" hereinafter called the Club. The Club is not responsible for or associated with any other club or organization bearing the name Dogwood Pacesetters.

2. The objectives of the Club are:
- (a) To promote canine sports and activities.
  - (b) To support our members.
  - (c) To support canine organizations.

### PART 1 - Membership

#### **Section A: Types of Membership**

All types and levels of membership must adhere to the constitution and members responsibilities (see section C) as determined by the club.  
There shall be three types of memberships:

**1. Individual Membership** shall be open to all persons who subscribe to the objectives of the club. Any persons under eighteen years of age must have written consent from a parent or legal guardian.

1.1 Voting members must be at least eighteen (18) years of age.

**2. Household Membership** shall be open to all households who subscribe to the objectives of the Club.

2.1 Household memberships shall be limited to two voting members per household.

2.2 Voting members must be at least eighteen (18) years of age.

2.3 Household membership is limited to two (2) adults, and children under 18 years of age residing at the same address.

#### **3. Lifetime Honourary Membership**

Lifetime Honourary Memberships may be awarded to Founding Members or to members who have served the club beyond the ordinary.

3.1 Lifetime Honourary Memberships will be decided by a majority vote at a general meeting.

3.2 Yearly Club dues are waived.

3.2 Lifetime Honourary Memberships have full voting privileges.

## **Section B: Levels of Membership**

All members agree to abide by the constitution, bylaws, standing rules, and other duly established rules of the Club.

### **1. Associate Member**

- 1.1 An associate member of the club is a person whose application has been accepted by the Board, and has paid their dues (section D)
- 1.2 All new members are associate members, until they have completed the probationary period.
- 1.3 At such time as the probationary period and all criteria for membership has been met, the applicant will be put forward at a general meeting to be accepted as an active member by majority vote.
- 1.4 Associate members are expected to participate in club activities, to be present at a minimum of two General meeting per year, and to help at club functions.
- 1.5 Associate members may or may not qualify for members fee rates, as determined by the Board for each specific activity.
- 1.6 Associate members may vote on all club issues except elections and constitution changes.

### **2. Member**

- 2.1 A MEMBER of the club is a person who has been accepted as an active member by a majority vote of the Membership. Acceptance to active membership status is based upon the associate member's adherence to the Constitution of the club, their participation in club activities, presence at meetings, and assistance at club functions.
- 2.2 A MEMBER must have no outstanding debts to the club.
- 2.3 A MEMBER has paid the annual membership fee, the amount to be determined at the Annual General Meeting.
- 2.4 A MEMBER has full voting privileges and access to club rates as determined by the Board.
- 2.5 MEMBERS will have priority over non-active MEMBERS for club activities.
- 2.6 MEMBERS who do not participate / assist in club activities and attend meetings may not be afforded club discounts.

## **Section C: Members' Responsibilities and Privileges**

Membership responsibilities and privileges will be determined and reviewed by the Membership Committee as approved by the general membership.

## **Section D: Dues**

Yearly membership dues are due December 31.

- 1. Members who have not paid lose their membership privileges.
- 2. Members who have not paid their dues by March 1<sup>st</sup> must reapply as an associate, unless waived by the Board.

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## **Section E: Termination of Membershi**

Membership may be terminated by:

1. Resignation. Except when in debt to the Club, any member may resign by giving written notice to the Vice President.
2. Lapsing. A membership shall be lapsed.
3. Expulsion. A membership may be terminated by expulsion by special resolution of the members, to be voted on and passed by a majority at a general meeting.

## **Section F: Discrimination**

Members shall not be discriminated against. Members dogs shall not be discriminated against on the basis of the breed, or any other distinguishing characteristic.

## **Part 2 – Meetings**

### **Section A: General Meetings**

General meetings may be held at times as deemed necessary by the Executive or Board. General Meetings are open to all members, associates and friends. Notice of date, time and place of General Meetings will be given at least two weeks in advance. General Meetings will be held no less than three times per year. For General meetings a quorum is at least three members of the Executive and ten voting members and associate members.

### **Section B: Executive Meetings**

Executive meetings will be held as deemed necessary by the President. A Quorum consists of any three members of the Executive.

### **Section C: Board Meetings**

Board meetings will be held as deemed necessary by the Executive, or may be called by the Chair of any Committee when a vote of the Board is needed.

### **Section D: Annual General Meeting**

The Annual General Meeting will be held in November, at which time the new executive will be elected. The term for each position is two years. The president and secretary will be elected on odd numbered years. The vice president and treasurer will be elected on even numbered years. The new executive will assume responsibilities as soon as is practical.

## **Part 3 – Directors and Officers (Executive and Board)**

### **Section A: The Directors**

The Club shall be governed by an Executive elected at the annual general meeting by the membership. The Executive may authorize any officer or agent to enter into any contract or execute any business in the name of and on behalf of the membership. Such authority may be general or specific.

1. The Executive shall be composed of the President, Vice President, Secretary, and Treasurer.
2. All officers shall be members in good standing.
3. Any vacancies occurring during the term are to be filled by a bi-election to be held at the next General Meeting, and the term shall end at the end of that positions term.

### **Section B: Composition of the Executive**

1.     *The President*
  - 1.1     Presides at all meetings of the club;
  - 1.2     Ensures that the Constitution and By-Laws of the club are used as guidelines for club business;
  - 1.3     Is a signing officer for the club's financial transactions.
  
2.     *The Vice-President* carries out the duties of the *President* in his (her) absence;
  - 2.1     Is a signing officer for the club's financial transactions;
  - 2.2     The Vice President is responsible for the Membership committee;
  - 2.3     Keeps a Register of Members with phone numbers and addresses.
  
3.     *The Secretary*
  - 3.1     Keeps minutes of the all General and Executive meetings of the club;
  - 3.2     Conducts the correspondence of the club;
  - 3.3     Notifies members of meetings;
  - 3.4     Shall be responsible for maintaining a file of bylaws and standing rules etc. for the club.
  - 3.5     Is a signing officer for the club's financial transactions.
  
4.     *The Treasurer*
  - 4.1     Is a signing officer for the club's financial transactions;
  - 4.2     Keeps up-to-date financial records, including books of account, as are deemed necessary by the club. These records are open to all club members;
  - 4.3     Renders financial statements to the membership when required;
  - 4.4     Receives all moneys owing to the club for deposit into the club's accounts and pays out from these accounts all expenses of the club;
  - 4.5     Is responsible for arranging transfer of signing officers upon leaving office.

### **Section C: The Board**

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1. The Board of the club consists of the Executive plus the Chairperson of all committee(s). The Board shall uphold the constitution and administer all affairs and activities of the Club.
2. The Board may establish special committees to aid with specific projects. Special committees may be disbanded upon completion of the project for which they were appointed.
3. Minutes shall be kept for all committee meetings. Copies of the minutes shall be forwarded to the Secretary.
4. Each committee's Chair is voted in by the volunteer committee members. Committee Chairs are considered to be members of the Board.

## **Part 4 - Elections**

### **Section A: Nomination and Election of the Executive**

1. At the Annual General Meeting, held in November of each year, members will nominate from among themselves candidates for election to the Executive positions.
2. Each nomination will be seconded and the nominee will indicate willingness to hold office if elected.
3. Elections will be held after nominations for all positions have been completed. Election will be by secret ballot, with ballots being counted immediately. Two non-voting people will count ballots.
4. All members in good standing are eligible to vote and to hold any Executive positions.
5. No person shall hold the same Executive position for more than three consecutive terms.

### **Section B: Voting**

1. At all General Meetings of the club every member (18 years and over) of the Club shall have one vote; and in the absence of any member at any General Meeting of the Club such member may, by proxy in writing, appoint an other member or other member who is present at the meeting to vote in the place of the absent member.
2. No person shall act as a proxy for more than two members.
3. The proxy shall be delivered to the Secretary of the Club before or at the time of the meeting at which the person named in the proxy proposes to vote.
4. A proxy may be in any format that the Executive approves.

## **Part 5 – Code of Conduct**

Club Members or Associate Members shall at all times be courteous, respectful and never conduct themselves in a manner that would bring discredit to the club. Training and exhibiting shall be carried out by methods that keep the best interest of the dog(s) and the club. Abuse of a dog will not be condoned.

If the conduct of a Member or Associate Member is, in the opinion of the Executive, injurious or likely to be injurious to the character or interest of the club, or members, whether through their conduct or through less than adequate standards of care for their dogs, the Executive may call a special meeting to determine if a course of action is required.

## **Part 6 – Finances**

### **Section A: Club Year**

The Club's fiscal year shall begin on January 1 and end on December 31. The Club's executive year shall begin immediately after the end of the election at the annual general meeting and shall continue through to the election at the next annual general meeting.

### **Section B: Banking**

The club maintains adequate accounts at a branch and bank designated by the Executive. These accounts require the signatures of two of the four signing officers.

1. Any expenditure greater than a single sum of \$250.00 must be approved by simple majority at a general meeting by a show of hands.

## **Part 7 – Dissolution**

The Club may be dissolved at any time with the written consent of at least two-thirds of the membership. In the event of dissolution for any reason other than reorganization, all property and assets remaining after the settlement of debts shall be given to an organization benefiting dogs. The organization shall be selected by the Executive.

## **Part 8 – Amendments**

1. The Constitution of the club may be amended by a 75% affirmative vote of the members present, conducted at any General Meeting.
2. All members shall be notified of the proposed amendments to the Constitution at least two weeks prior to the General Meeting.