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WIRE-HAIRED POINTING  
GRIFFON CLUB OF CANADA  
~BY-LAWS~

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*Nothing in these By-Laws shall be interpreted to be in violation of the rules and regulations of the Canadian Kennel Club or the Constitution and Code Of Ethics of the Wire-Haired Pointing Griffon Club Of Canada.*

## **ARTICLE I – Membership**

### **SECTION 1. Membership Year**

Membership in the Club shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **SECTION 2. Eligibility**

All member of the Wire-Haired Pointing Griffon Club Of Canada (hereinafter referred as “WPGCC” or “Club”) should be members in good standing of the Canadian Kennel Club (hereinafter referred as “CKC”) but the Board might accept exceptions. Members residing outside of Canada do not have to be members of the CKC.

### **SECTION 3. Type Of Memberships**

- A. There shall be four (4) types of voting memberships open to all persons who are in good standing with The Canadian Kennel Club and who subscribe to the purposes of this Club:
- **Individual;** (one(1) vote)
  - **Family** (2 adults of the same household, two (2) votes);
  - **Non-Resident of Canada** (individual living outside of Canada, not eligible for official position, one(1) vote);
  - **Junior** (under the age of 18 at the time of annual membership application/renewal, one(1) vote);
- B. **Honorary Member;** shall be voted by the Club’s Board of Director and/or the Club’s Executive for the significant implication for the Club. An honorary member shall be member of the Club for life with no dues to pay to remain an honorary member but shall not have any voting privilege. To retain its voting privilege, an honorary member shall pay its dues each year.
- C. **Life Member;** shall be presented by the Club’s executive to any member fulfilling 20 consecutive years as member in good standing of the Club. A life member does not have to pay any dues to retain its voting privilege.

#### **SECTION 4. Voting Privileges**

Every new approved applicant shall be granted an "Associate" status along with the type of membership it has applied for, for a period of 12 months following their approval as a new Club member. Within that 12 months period, the Associate Member does not have any voting privilege. After the 12 months period is over and the member has remained in good standing with the Club and CKC, the Associate Member shall be granted a voting membership status and may vote on any matter at any of the Club's General Meetings.

#### **SECTION 5. Application Of Membership**

Every new applicant must be sponsored by two members in good standing of the club and must submit the Membership Application Form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Club's Constitution, By-Laws, Code of Ethics and by the rules of The Canadian Kennel Club. The application shall state the name and address of the applicant and it shall carry the endorsement of two (2) members in good standing of the WPGCC. Accompanying the application, the prospective member shall submit dues payment for the current year.

In the event of an applicant not being able to have its application sponsored by two members in good standings of the club, the applicant will have to send, along with the membership application form, a letter of introduction with the reason why he/she wishes to join the club. Upon receiving such application, the Board is to meet within one (1) month to review the application and decide if the said application to be put forward

#### **SECTION 6. Approval Of Membership**

All applications are to be filed with the Secretary and each application is to be read at the first meeting of the club following its receipt. At the next club meeting the application will be voted upon and affirmative votes of two-thirds (2/3) of the members of the executive present at that meeting shall be required to elect the applicant. The Board of Directors may make a recommendation regarding an application but no membership shall be rejected without a valid reason. Rejected application by the board shall be followed by a letter, or email, signed by the President of the Club, to the applicant with the reason of refusal, within two (2) weeks of the review by the Board.

Applicants for membership who have been rejected by the club may not reapply within six months after such rejection.

## **SECTION 7. Dues**

Membership dues shall be \$25.00 for Individual and Non-Resident memberships, \$40.00 for Family memberships, and \$15.00 for Junior Memberships, all payable on or before the 31<sup>st</sup> day of January of each year. No member may vote whose dues are not paid for the current year. During the month of November the Treasurer shall send to each member a statement of dues for the ensuing year.

## **SECTION 8. Termination of Membership**

Memberships may be terminated in these situations:

- A. By resignation.** Any member in good standing may resign from the club upon written notice to the Secretary, but no member may resign when in debt to the club. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- B. By lapsing.** A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty-one (31) days after the first day of the fiscal year; however, the board may grant an additional thirty (30) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any club meeting whose dues are unpaid as of the date of that meeting.
- C. By expulsion.** A membership may be terminated by expulsion as provided in **Article VI** of these bylaws.
- D. Canadian Kennel Club Suspension.** It is the responsibility of any member who is suspended, debarred, expelled or deprived from its privileges with The Canadian Kennel Club to inform the Board as soon as possible of such situation. The membership of such member shall automatically be suspended from its membership privileges of this club for a like period. If a member omits to inform the Board and the latter becomes aware of the member's status with the CKC, the Board has the right to terminate the membership and prevent the member from applying for membership with the WPGCC for two (2) years.

In any termination of membership situation, membership dues will not be reimbursed. Any person who has seen its membership terminated and wants to become a member again must submit a Membership Application Form and is subject to the same rules as a new applicant.

## **ARTICLE II – General Meetings & Board Meetings**

### **SECTION 1. General Meetings**

General meetings of the club shall be held at least one (1) time per year, ideally but not mandatory, following the National Specialty, or at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be e-mailed by the Secretary to all members at least two (2) weeks prior to the date of the meeting. The quorum for such meetings shall be thirty (30) percent of the voting members in good standing.

### **SECTION 2. Annual General Meeting**

The Annual General Meeting (hereinafter referred as “AGM”) shall be held once per year, ideally but not mandatorily, in conjunction with the National Specialty show, at which officers and directors for the ensuing term shall be elected by secret ballot from among those nominated in accordance with **Section 4 of this Article**. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in office all properties and records relating to that office within fifteen (15) days after the election.

### **SECTION 3. Special General Meetings**

Special general meetings may be called by the President, or by a majority vote of the members of the Board of Directors who are present and voting at any regular or special meeting of the board; and shall be called by the Secretary upon receipt of a petition signed by at least fifty-one (51) percent of the members in good standing of the club. Such special meetings shall be held in person or by teleconference or videoconference, at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such a meeting shall be e-mailed by the Secretary to all club members at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other club business may be transacted thereat. The quorum for such a meeting shall be thirty (30) percent of the voting members in good standing.

### **SECTION 4. Board Meetings**

Meetings of the Board shall be held at least two (2) times per year in person or by teleconference or videoconference, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be e-mailed by the Secretary at least two (2) weeks prior to the date of the meeting. The quorum for such a meeting shall be a majority of the board. All Board meetings shall include the Club’s President, Vice-President, Treasurer, Secretary and all Directors.

## **SECTION 5. Special Board Meetings**

Special meetings of the Board may be called by the President; and shall be called by the Secretary upon receipt of a written request signed by at least three members of the board. Such special meetings shall be held in person or by teleconference or videoconference, at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be e-mailed to all board members by the Secretary at least five (5) days and not more than ten (10) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. The quorum for such a meeting shall be a majority of the Board of Directors.

## **ARTICLE III – Directors and Officers**

### **SECTION 1. Board of Directors**

The Board of Directors, hereinafter referred to as the “Board”, shall be comprised of the officers of the Executive Board and a minimum of four (4) Regional Directors, all of whom shall be members in good standing of the CKC and the WPGCC for at least one year, all of whom shall be elected for two-year terms at the club’s annual meeting as provided in **Article IV** and shall serve until their successors are elected. According to the CKC policies, non-resident are not entitled to hold any official position within the Club.

**General management of the club’s affairs shall be entrusted to the Board.**

### **SECTION 2. Executive Board**

The club’s Executive Board, consisting of the President, Vice-President, Secretary and Treasurer, shall serve in their members’ respective capacities both with regard to the club and its meetings and the Board and its meetings. The Officers of the Executive Board shall be elected by the voting membership for a two-year terms at the club’s annual meeting on odd-numbered years.

### **SECTION 3. Duties and Responsibilities Of Officers Of The Club**

The duties of the officers of the Club shall be as followed:

- A. **The President** shall preside at all meetings of the club and of the Board, and shall have the duties and powers normally pertinent to the office of President in addition to those particularly specified in these bylaws.



- B. **The Vice-President** shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- C. **The Secretary** shall keep a record of all meetings of the club and of the Board and of all matters of which a record shall be ordered by the club; have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the club with their addresses, and carry out such other duties as are prescribed in these bylaws.
- D. **The Treasurer** shall collect and receive all moneys due or belonging to the Club. Moneys shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection by the Board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year and the Treasurer shall give a report at every meeting of the Board of the condition of the WPGCC's finances and every item of receipt or payment not before reported; and at the Annual Meeting of the members the Treasurer shall render an accounting, in writing, of all moneys received and expended during the previous fiscal year. The Treasurer shall promptly notify the WPGCC Secretary of all Club membership renewals and lapsed memberships. The Treasurer shall be bonded in such amount as the board of directors shall determine.
- E. The offices of Secretary and Treasurer may be held by the same person (combined).
- F. **The Directors** shall be responsible of the events they want to hold in their respective regions or ones assigned by the Board. The Directors shall be accessible to and whenever possible provide assistance and guidance to the membership of their region, present their region's concerns and opinions to the Board and may be assigned any additional tasks deemed appropriate by the Executive Board.

#### **SECTION 4. Vacancies**

Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of the members of the Board at its first regular meeting following the creation of such vacancy, or at a special Board meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice-President shall be filled by the Board.

## **SECTION 5. Term Of Office**

The term for each office position is to be for a period of two (2) consecutive years. The term is to be from January 1<sup>st</sup> to December 31<sup>st</sup> of appropriate years.

## **SECTION 6. Directors To Reside In The Area They Represent**

The Directors shall reside within and be elected by the membership within the region they represent.

**As per CKC policies, the three regions are: Zone 1 - All zones west of Ontario plus Yukon, Northwest Territories and Nunavut; Zone 2 - Ontario; and Zone 3 - All zones east of Ontario.**

# **ARTICLE IV – Finances**

## **SECTION 1. Bank Account**

The Club must have a separate and independent bank account in the name of the Club and all cheques drawn from the Club account must have the signature of a minimum of two Officers. All amounts coming out of the bank account should be approved by the Board.

## **SECTION 2. Signing Officers**

Two (2) signatures are required for any expense paid by the club and may be from any two (2) of the three (3) signing officers. The Signing Officers of the bank account shall be the President, Vice-President and Treasurer.

## **SECTION 3. Non-Liability**

To the fullest extent permitted by law, the Board shall not be personally liable for the debts, liabilities or other obligations of the club.

# **ARTICLE V – Club Year, Voting, Nominations, Elections**

## **SECTION 1. Club Year**

The club's fiscal year shall begin on the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> day of December. The club's official year shall begin immediately at the conclusion of the election

associated with the annual meeting and shall continue through the election at the next annual meeting to occur during the next fiscal year.

## **SECTION 2. Voting Requirements**

Each member in good standing whose dues are paid for the current year and who has been member for more than 12 months, shall be entitled to one vote at any general meeting of the club at which he/she is present. In the event of a tie within a vote, the President will have the task to take decision on the matter.

## **SECTION 3. Voting By Anticipation**

Voting by anticipation will only be offered to the voting members for by-laws revisions. In such cases, at least two (2) weeks prior to the meeting where amendment of the by-laws are to be voted on, the secretary shall send by email to every voting member the proposed changes to be made to the by-laws. The voting members shall have until the commencement of the meeting to send in their votes for it to be taken into consideration. All votes received after the commencing of the meeting shall not be valid.

## **SECTION 4. Proxy Voting**

Proxy voting will not be permitted at any Club meeting or election, unless the Board specifically informs the members that they will be entitled to do so in the meeting invitation. Votes by proxy must be accompanied by the written and signed authorization of the voting member giving its voting right to a specific member.

A member given the authorization to vote on behalf of another member is not allowed to give its own vote by proxy nor is he/she allowed to pass such privilege to another member in the event he/she cannot be present at the meeting. In such cases, a new authorization must be sent to another member present at the meeting and the authorization must be received by the Club's secretary before the commencement of the meeting.

## **SECTION 5. Nominations**

No person may be a candidate in a club election who has not been nominated. Preceding the AGM, members will be able to nominate, in writing, by mail or e-mail, candidates for election positions and members may also nominate a member at the AGM. A member cannot nominate himself, each candidate must be nominated by one voting member and supported by another. Due to the size of the country, candidates do not have to be present at the AGM to be considered for the vote, but shall be available by phone at the time of the AGM to accept their nomination prior of proceeding with the votes for the elections. Only members in good

standing, either present at the AGM or who send their vote by e-mail to the secretary prior to the AGM, shall have the right to vote on elections.

## **SECTION 6. Elections**

The Board shall be elected bi-annually. The Officers and the Directors shall be elected by the voting membership for two-year terms at the club's annual meeting; The President, Treasurer and the Directors for zone 2 on even-numbered years; the Vice-President, Secretary and the directors for zones 1 & 3 on odd-numbered years. The nominated candidates receiving the greatest number of votes for each position of the Board shall be declared elected. Elections shall be made as provided by ARTICLE IV, SECTION 5.

## **SECTION 7. Conduct Of Elections**

The Election of the Board shall be conducted by secret ballot. Votes will be counted at the AGM by members appointed by the members present at the AGM. Members who are nominated for a position are not entitled to be appointed to count the votes for that position. The person receiving the largest number of votes from each position shall be declared elected. If any nominee is unable to serve for any reason, such nominee shall not be elected and the person with the second highest number of vote is to be declared elected. In the event that no nominee is able to serve, or refuse the position, the vacancy so created shall be filled by the new Board in the manner provided by ARTICLE III, SECTION 4.

# **ARTICLE VI – Committees**

## **SECTION 1. Appointment**

The Board may each year appoint standing committees to advance the work of the club in such matters as dog shows, obedience trial, field trials, hunt tests, trophies, annual prizes, membership, and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the board. Special committees may also be appointed by the board to aid it on particular projects.

## **SECTION 2. Termination**

Any committee appointment may be terminated by a majority vote of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

## **ARTICLE VI – Discipline**

### **SECTION 1. Charges/Complaints**

An individual member may press charges against another individual member for alleged misconduct prejudicial to the best interests of the club. Written charges with specifications must be filed in duplicate, by mail, with the Secretary together with the amount of \$100 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the club, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board neither less than three (3) weeks nor more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges and the specifications to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

### **SECTION 2. Board Hearing**

The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. The hearing shall be set no later than ninety (90) days from receipt of a complaint. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the club for an amount of time determined by the Board. The judgment shall be provided to both parties no later than thirty (30) days after the hearing. Furthermore, if it deems that punishment insufficient, the Board may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing club meeting which considers the Board's recommendation. Unless the voting membership comes with a majority vote against the expulsion of the defendant at the next club's meeting, the expulsion shall be in effect at the conclusion of that meeting. Immediately after the Board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

### **SECTION 3. Expulsion**

Expulsion of a member from the club may be accomplished only at a meeting of the club following a Board hearing and upon the Board's recommendation as provided in **Section 3 of this Article**. Such proceedings may occur at a regular or special meeting of the club to be

held within sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The members shall then vote by secret ballot on the proposed expulsion. A two-thirds (2/3) vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **ARTICLE VII – Amendments**

### **SECTION 1. Proposals**

Amendments to the constitution and by-laws may be proposed by the Board or by written petition addressed to the Secretary signed by twenty-five percent (25%) of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members with recommendations of the Board by the Secretary for a vote at the AGM .

### **SECTION 2. Approvals**

The constitution and by-laws may be amended by a two-thirds (2/3) secret vote of the membership at any regular or special meeting called for the purpose, or electronically, in favor of the changes provided the proposed amendments have been included in the notice of the meeting and mailed or e-mailed to each member at least two (2) weeks prior to the date of the meeting.

### **SECTION 3. Canadian Kennel Club Approval**

No amendment to the constitution or by-laws shall become effective until it has been approved by The Canadian Kennel Club.

## **ARTICLE VIII – Dissolution**

### **SECTION 1. Consent**

The club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members in good standing. In the event of the 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, 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 selected by the Board.

## **ARTICLE IX – Order of Business**

### **SECTION 1. Club Meetings**

All meetings shall be conducted in accordance with the most current version of Roberts Rules of Order. At meetings of the club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Reading of minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Election of officers and board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Varia
- Adjournment

### **SECTION 2. Board Meetings**

All meetings shall be conducted in accordance with the most current version of Roberts Rules of Order. At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Unfinished business
- New business
- Adjournment

All meetings of the Board shall be conducted in accordance with the most current version of Roberts Rules of Order.

## **ARTICLE X – Conformation shows**

### **SECTION 1. Set up of Specialties**

With the approbation of the Canadian Kennel Club, according to CKC' **Shows And Trials policy and procedures Section M.6**, the club may hold up to one (1) conformation specialty shows per zone per year, with the exception of the National Specialty that can be held in any zone even if a regional specialty has been or will be held in that zone during the year. The National Specialty shall rotate around the country and may not be held in the same region on consecutive years, unless no other region makes a request for that event. The Board should decide which region would host a specialty and at what time of year, taking in consideration of the potential of entry for each region and requests from Directors.

### **SECTION 2. Selection of judges - Specialties**

The selection of judges for specialties shall be done following one of these two methods:

- A. When the Club is financially capable of covering all the costs related to the judge of its specialties, without putting itself at financial risks, the judges' selection for the specialties will be done with a vote from the voting membership. Within the first sixty (60) days of the calendar year, the Board will submit a list of four (4) potential judges proposed to judge the following years' specialty(s) to the voting membership of the club. The membership will have fifteen (15) days to submit their vote by e-mail to the secretary. The judges who received the most amount of votes shall be invited to judge the selected specialty. A new vote shall be done for each specialty and the votes' results for each specialty shall be sent by email by the secretary to all club members.

OR

- B. When the Club is not able to assume all the costs related to the judge, the board will appoint one of its members to select the judge and be in charge of the communication with the All-Breed club that will host the specialty. This person will not be able to personally show a dog at the specialty. During the judges' selection, priority will be given to those who have a background with at least one of the pointing breeds, then all other sporting breeds.

### **SECTION 3. Sweepstakes**

At each specialty, with CKC's approval, puppy and veteran sweepstakes shall be offered. The sweepstakes judge' selection will be done by the Board and a priority will be given to aspiring judges. The club may offer up to a maximum of \$100.00 to the sweepstakes judge to put towards its traveling expenses and/or a thank you gift.



## **SECTION 4. Sanction Matches**

Each year, with CKC's approval and according to its rules, the club may hold up to a maximum of three (3) conformation sanction matches. The sanction matches' judge' selection will be done by the Board and a priority will be given to aspiring judges. A minimum of two (2) aspiring judges must be invited to judge each match to offer the most judging possibilities to aspiring judges. The club may offer a thank you gift to each matches' judges.

## **ARTICLE XI – Performance Events**

### **SECTION 1. Approvals**

As long as the Club has been previously approved by the CKC to hold for such type of events, each zone Director may apply to hold any type of performance events, in conjunction with other clubs or independently. The director applying with the WPGCC to hold a performance needs to show to the Board that this event is going to be beneficial to the Club in some way for the Board to receive the request to hold the event.

It shall be the responsibility of the Director of the zone where the event is to take place to appoint an event committee and coordinate such event. All performance events applications to the Board must comply with CKC's Policies and Procedures.

Following the completion of the event, the zone Director who applied for approval of this event to the Board must present a detailed written report of the event to the Board. If such event is deemed successful by the Board at their next meeting, the Board may grant the permanent authorization to hold a recurring event each year at similar dates and location.