

Bylaws of Cactus K9 Club, Kamloops BC

Definitions

In these bylaws:

- "Executive" means directors of the Society.
- "Bylaws" means these bylaws are altered from time to time.
- If there is a conflict between these Bylaws and the Societies Act or the regulations under the Societies Act, the Societies Act or the Regulations, as the case may be, will prevail.
- "Club" and "CK9C" means Cactus K9 Club

Directors

- The Cactus K9 Club is governed by an executive group consisting of volunteer members. Individuals expressing interest in becoming a member of the executive group will be offered a Member at Large position if none other exists. The expiry of directors' terms of office is 2 years, at which time they may be reappointed.
- Terms for half of the directors will be on alternating years to ensure continuity of processes. The president, and Secretary, 1 Director, will be elected odd years and The Vice President, Treasurer, Communications, and 1 Director will be elected even years. Any director elected or appointed during a term will carry the position to the next election cycle.
- Executive members, at the time of the election and throughout their term as an executive member shall be an active member of the club.
- Executive meetings will be held as needed. A quorum of 4 is necessary for discussion about and voting on issues that impact Society members. **Can we make the quorum a % and not a number of people ie: 60%**les and duties of the executive group include;

President:

- Chairperson of Board Meetings, All-Members Meetings, the AGM, and any special meetings that may be required
- Oversees all executive duties
- Oversees all committees and makes sure that all activities and recommendations are brought to the board for approval. Some of these activities and recommendations will also be brought to the membership for approval.
- Ensure that club bylaws are being followed
- Follow-up and ensure signing authority is updated after AGM and election of new officers (this likely needs to be done in coordination with the Treasurer

Vice President:

- Member of the Executive
- The VP carries out the duties of President if the President is away or if there is a case where there is no President

Secretary:

- Collaborating with the President to create meeting agendas (Board, All-Members, AGM, etc)
- Takes minutes at all executive, all members, special, and annual general meeting
- Keep records required by the Societies act including filing the Annual Report
- Posting minutes, agendas, and financial statements of all meetings in the Members section of the webpage within 7 days of a meeting
- Responsible for club correspondence as directed by the Board
- Creating an action tracker for motions and actions passed and agreed to at Board meetings, AGM's, All Members meetings, and other meetings of importance. If secretary is absent or unable to take minutes a Member-at-large will be asked to take the minutes.

Treasurer:

- Responsible for receiving money collected from the members and ensuring accurate records are maintained
- Ensuring all bills and expenses, as approved by the club, are paid. Making sure there are 2 authorized signatories on all disbursements
- Keeping up-to-date financial records
- Preparing the club's financial statements and reporting at monthly meetings
- Preparing the Year End Financial Statement records for approval at the AGM
- File taxes if this is ever required
- Maintain details and copies of any leases, insurance, dues, facility contracts and record all payments
- Reconcile membership fees, class fees, practice fees, seminar fees, etc. with the coordinator responsible

Signing authority for the club will be assigned to 3 Executive Directors including the Treasurer for banking transactions. Two signers are required to approve all banking transactions.

Communications Officer:

- will be responsible for overseeing all correspondence with members, including maintaining the email contact list, updating social media, photos, and website.

Directors at Large:

- Assists with minute taking in the absence of the secretary, and planning or executing event and committee work as needed
- Assist with any executive duties as requested by other members of the board

Subject to the approval of the Executive, the President may appoint standing committees to advance work of the Society (e.g. agility trials and educational events)

The Annual General Meeting will be held in March.

Special Society ad hoc meetings may be called by the President or by a majority vote by members of the Executive This may be required to update current by-laws or other society correspondence,

Executive meetings are held at a time and place as designated by the President or by majority of the Executive.

Financials

- Fiscal year will be from January 1st to December 31st each year.
- All monthly financials, will be presented in advance of members' meetings for their information.

Membership:

Membership in the Society is open to any member of the public upon payment of an annual fee set by the Executive Group. Members will embrace the objectives of the Society and offer support at Society events.

Benefits of membership include:

- a) Access to all events hosted Cactus K9
- b) discounts and priority registration for club activities
- c) Participation in online society discussions

1. There are 3 membership categories:

- (i) General Member
- (ii) Junior Member (18 and younger)
- (iii) Family Membership, (up to 4 members from the same household)
- (iv) Honorary Memberships. Shall be granted to whom the Club deems worthy of such recognition, and whose name has been submitted to and approved by the majority vote of the Officers and accepted by the majority as such of the members present at any regular meetings of the Club. Such members shall have all the privileges of the club, except holding office. Honorary members will not be required to pay membership dues. Honorary memberships will be for a specific period of time or for life, as determined by the vote.

2. Annual Membership period is April 1 to March 31, no discounts of membership fees will be granted.

3. A member ceases to be in good standing when a membership fee has not been received by April 31st,

- i) Is deceased,
- ii) has been deemed by the Executive non-compliant to the Society's guiding principles.
- iii) By delivering a written resignation letter and providing it to the club secretary
- iv) Dissolution of the club
- v)

The duties of the members are:

- a. Assist with society events and committees.
- b. Attend a minimum of 2 member meetings per calendar year, which can include the AGM.
- c.

General Members' meetings will be held throughout the year at the discretion of the Directors with appropriate notice provided to the members of the Date, Time and place of the meeting.

Voting

The following conditions apply to voting:

- Voting on decisions that affect society members will be carried out through online polls throughout the year, or at the Annual General Meeting by show of hands.
- Each general member in good standing is entitled to one vote.
- Junior memberships have no voting privileges.
- Family membership is entitled to a maximum of 2 votes, provided the family members are over the age of 18.
- A quorum of 10% is necessary for an Annual General Meeting, but never less than 6 persons.
- A quorum of 10% is necessary for voting through online polls and must include at least 3 Officers of the Society.
- A minimum of 3 months membership tenure for new members to have voting rights.

Operations

The Society will raise money and sustain operations through:

- event registration (e.g. trials, seminars, classes)
- membership fees
- Sponsorships, demonstrations
- fundraising activities (e.g. silent auctions and raffles)

All subcommittees will maintain minutes of their meetings, to review at the request of the Board of Directors for budgetary or planning discussion and open to membership if needed.

The operations of the Society are to be primarily carried out in the Kamloops area. Upon the dissolution of the Society, how surplus assets are distributed will be decided by voting members in good standing. Charitable donation gifted after sale of goods. Upon dissolution of the Society, all goods will be sold and members in good standing must decide how to disperse the assets. This dispersal must be in the form of charitable donations.

Complaints and Disciplinary Action Process

Any member including those on the board may deliver to a board member, in writing, a complaint against another member for misconduct prejudicial to the best interest of the Club or welfare of dogs.

A complaints committee will consist of all members of the Board, except those involved in the complaint or who have a conflict of interest, or where personality conflicts exist.

- A minimum of 5 committee members will adjudicate the complaint. If there are fewer than 5 directors available, due to conflicts, or reasonable absences, other members will be appointed as needed.

1. Upon receiving a written complaint, the board shall promptly take any steps necessary to establish if the complaint is valid: this may include interviews with any witnesses to the alleged infraction.

2. Should the complaints committee decide to go forward with the complaint, they shall promptly send a letter and a copy of the original complaint to the person(s) named in the complaint

3. The person(s) named in the complaint may deliver to the committee, in writing and/or in person, a response to the complaint and may have other witnesses also provide information.

Once all responses have been received and adjudicated, the committee members will vote on appropriate disciplinary action, if any, and for the period of time befitting the infraction.

Following the decision, the committee will promptly forward a letter to the person(s) named in the complaint explaining the outcome of the vote and the disciplinary action take a warning, or suspension of membership privileges, or expulsion from the club.

Any expulsion from the club is permanent.

Any Board member shall not be entitled to hold office while suspended, and the board will appoint another member to hold office during the suspension or until the AGM.

Amendments

- Amendments or alteration to the constitution or the by-laws must be done by special resolution and voted on at the AGM by the Board of Directors and membership.