



*“Committed to the Betterment of the Pug Dog Breed”*

## **CONSTITUTION AND BYLAWS**

*(Effective February 12, 2026)*

# PUG CLUB OF CANADA

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# PUG CLUB OF CANADA

## CONSTITUTION

### NAME, AREA OF OPERATION, AND OBJECTS

#### 1. NAME

The name of this Club shall be "PUG CLUB OF CANADA" hereinafter known as the Club.

#### 2. AFFILIATION

This Club shall work in co-operation with the Canadian Kennel Club.

#### 3. AREA OF OPERATION

The area of operation shall be the country of CANADA.

#### 4. OBJECTS

The Pug Club of Canada will be a non-profit club.

The objectives of the Club shall be the encouragement and development of purebred pugs by:

1. Doing all within the Club's power to protect and advance the interests of the Pug.
2. To encourage and facilitate the development of health and genetic testing for the betterment of the breed.
3. Educating members and the public at large in all aspects of purebred dog ownership.
4. Developing and encouraging good sportsmanship
5. Providing a rescue service for Pugs.
6. Holding CKC approved events, including but not limited to National & Regional Specialty dog shows.
7. Encouraging and promoting affiliation with local, regional, and provincial Pug organizations for the betterment of the breed.
8. Supporting the conscientious and careful breeding of the Pug according to the Breed Standard as approved by the Canadian Kennel Club and Pug Club of Canada Code of Ethics.

# PUG CLUB OF CANADA

## BYLAWS

### ARTICLE I: MEMBERSHIP

The club promotes inclusivity and welcomes new members.

#### 1. MEMBERSHIP YEAR

The membership year is a 12-month period beginning on the date a member is welcomed to the club and continues until the anniversary of that date.

To be eligible for membership, individuals must:

- be eighteen (18) years of age or older.
- subscribe to the objectives of the Club by agreeing to abide by the Club's Constitution and Bylaws, the Club's Code of Ethics.

#### 2. MEMBERSHIP DUES

Every member shall pay annual membership dues on or before December 31st. Dues shall be set at the Annual General Meeting for the following year.

#### 3. TYPES OF MEMBERSHIP

Club membership shall consist of the following membership types:

3.1 **Regular** members are members who have been in good standing with the club for more than one (1) full year. Regular members shall also be in good standing with CKC. Regular members have voting privileges, may chair committees, and may serve on the Board. Regular members shall attend a minimum of four (4) membership meetings a year, assist on committees and at Club functions, as needed. Regular members shall enjoy all the rights and privileges of the club.

3.2 **Associate** members will receive the club newsletter, may attend meetings and may serve on committees. Associate members may not vote or hold office but otherwise they shall enjoy all the rights and privileges of the club. Associate members are required to attend a minimum of four (4) membership meetings a year and assist in some capacity for club functions as needed.

3.3 **Lifetime** members shall be regular members, approved by a simple majority vote of the Board, who have rendered service to the club for 25 years or more and/or under special circumstances on the recommendation and approval of the membership. Lifetime members are exempt from annual dues, have voting privileges, can hold office, and enjoy all the rights and privileges of the club.

3.4 **Non-Resident** members are members who reside outside of Canada. Non-resident members shall have no voting privileges, cannot hold office, but otherwise shall enjoy all the rights and privileges of the club. Members of the Canadian Armed Forces living abroad are considered Canadian residents and may vote but not hold office.

#### 4. APPLICATION FOR MEMBERSHIP

4.1 A club membership application form is to be used to apply for club membership. By signing the application, the applicant agrees to abide by the club's Constitution and Bylaws and the club's Code of Conduct and Ethics.

4.2 Applicants must include a personal biography that describes their background and interest in the pug breed when submitting a membership application.

4.3 Membership applications are to be completed, signed, and forwarded to the Membership Chair and the appropriate dues must be submitted to the Treasurer as instructed on the club membership application form.

4.4 The Membership Chair shall forward the application to the Regional Director of the applicant's region. The Regional Director shall verify applicant information and then forward it to the Executive.

4.5 The applicants' name shall be published in the next club newsletter and on the Club's website.

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## 4.6 Denial of Membership

### 4.6.1 Membership may be denied if applicant:

4.6.1.1 does not own or have personal interest in the pug breed

4.6.1.2 has been found guilty in a court of law of offences related to the cruelty of animals

4.6.1.3 has been suspended, debarred, expelled or deprived from the privileges of the Canadian Kennel Club.

4.6.1.4 has had Club membership privileges suspended or terminated.

4.6.1.5 has not paid membership dues.

4.6.1.6 has not fully completed and signed the club membership application form acknowledging that they will abide by the Constitution, Bylaws, and Code of Conduct and Ethics.

4.6.1.7 A valid objection has been raised by another club member as it relates to CKC Club Policy regarding National club membership.

4.6.2 An applicant whose membership application has been rejected/denied will be provided with a reason for such rejection/denial, in writing, within 30 days of the decision and dues will be refunded.

4.6.3 An applicant who has been denied membership can reapply twelve (12) months after rejection/denial date.

4.7 Applicants that meet eligibility who do not have a valid reason for denial raised within the process outlined will be welcomed as club members.

## 5. APPLICATION TO CHANGE MEMBERSHIP TYPE

### 5.1 Associate to Regular Member

The Membership Chair will send an invitation to Associate members one month before their first anniversary date, asking if they wish to become Regular members with instructions on how to apply to move up to Regular membership.

5.1.1 Associate members must complete and sign a club membership application form indicating Regular membership and submit it electronically to the attention of the Membership Chair.

5.1.2 Upon endorsement by the membership committee, the Membership Chair will provide each applicant with a letter by electronic mail, to confirm their membership type change.

5.1.3 Regular membership announcements will be published in the club's newsletter and posted to the club's website.

## 6. TERMINATION OF MEMBERSHIP

6.1 Any member who desires to withdraw from club membership may notify the Membership Chair in writing. Upon receipt of such notice by the Membership Chair, membership shall cease.

6.2 If annual dues are not received by January 31st, all rights and privileges of the club will cease. If dues are received before the end of February, they will be reinstated. If dues are not paid by March 1st, membership will officially end and members who have allowed their membership to lapse will be required to rejoin through the regular channel of Associate membership for one year.

6.3 Any outstanding complaints submitted to the club before a member's withdrawal date must be resolved before their membership can be reinstated.

6.4 Any member who is suspended, debarred, expelled, or deprived from the privileges of the Canadian Kennel Club, or any other recognized kennel club, shall without notice be suspended from the privileges of this club for a like period.

6.5 Decision resulting from a violation of the club Constitution and/or Bylaws or Code of Ethics.

## 7. VOTING PRIVILEGES

7.1 Associate members and non-resident members do not have voting privileges.

7.2 Regular members whose dues are in arrears are not eligible to vote.

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7.3 Regular members are eligible to vote but may abstain from voting at their own discretion.

## 8. CORRESPONDENCE

All Club members shall receive correspondence electronically. Should correspondence be sent via hardcopy, where more than one member resides in the same household only one (1) copy of the correspondence will be sent.

## ARTICLE II: MEETINGS

At any official meeting of the club a quorum must consist of 25% of members in good standing, including three (3) members of the Board.

Voting by proxy shall not be permitted at any club meetings.

### 1. ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting of the Club shall be held in the first quarter of each year. Written notice of the Annual General Meeting specifying time and place shall be transmitted by electronic means to each member of the club at least sixty (60) days prior to the Annual General Meeting. Annual general meetings shall be conducted on a virtual meeting platform. All members may attend. The quorum for this meeting shall be 25% of members in good standing, including three (3) members of the Board.

### 2. EXTRAORDINARY MEETINGS

Extraordinary Meetings of the Club may be called by the Board, the President, or upon the written request of ten percent (10%) of the membership. Extraordinary meetings shall be conducted on a virtual meeting platform. No business except that stated in the notice shall be transacted at this meeting. Such meetings shall be convened and conducted in the same manner as stated in Article II Paragraph 1.

For Extraordinary meetings by the members - written notice specifying the time, place, nature and purpose shall be sent at least thirty (30) days prior to the date of the meeting.

### 3. MEMBERSHIP MEETINGS

The club strives to hold up to 10 monthly membership meetings during the club's official year. The club will have membership meetings at the time and place set by the Board. Notice shall be given at least thirty (30) days in advance. Membership meetings shall be conducted on a virtual meeting platform. The first meeting is to be held in January of each year. In the event of an election year, this meeting shall be used to ensure that all business is ready to be passed on to new Board officers prior to the Annual General Meeting. Membership meetings shall be convened and conducted as stated in Article II Paragraph 1.

### 4. BOARD MEETINGS

The President of the Club shall call a Board meeting as needed. A minimum of 24-hour notice is required.

The quorum for this meeting shall be a majority of Board members. Meetings may be conducted on a virtual meeting platform or by teleconference.

### 5. COMMITTEE MEETINGS

Committee meetings shall be held as needed by the committee chair. The quorum for committee meetings shall be two (2) or more committee members. Meetings may be conducted on a virtual meeting platform or by teleconference.

## ARTICLE III: BOARD OF DIRECTORS

The Board of Directors shall be the Executive Officers and Regional Directors of the club hereafter referred to as the Board. The Executive shall consist of the following officers: President, Vice President, Secretary, and Treasurer. The club shall have a minimum of four (4) Regional Directors in compliance with CKC Club Policy, plus additional Regional Directors, the total of which represent the following regions: Canada East Director, Canada West Director, Canada Mid-West Director, Ontario Director, and Quebec Director.

All officers of the Board shall be regular members in good standing with the Pug Club of Canada and members in

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good standing with the Canadian Kennel Club.

## 1. EXECUTIVE OFFICERS

The powers of the Executive shall be the general management of the affairs of the club. On all matters of the club, the Executive is responsible for a course of action, which will be ratified by a simple majority vote of the Board. The Executive is accountable to the membership. All decisions made by the Executive may be overturned by a simple majority vote at an extraordinary meeting.

### 1.1 Duties of Executive Officers

The duties of Executive Officers shall be as follows:

**President** presides at all membership and Board meetings and calls special meetings of the Board. The President shall abstain from voting except to break a tie. The President ensures compliance with the Club's Constitution, Bylaws, and Code of Conduct and Ethics.

**Vice President** shall take over the duties of the President and exercise the powers of the President in case of absence, resignation/vacancy, or incapacity, including the signing of cheques and other payment of accounts.

**Secretary** keeps a record of all meetings of the club, produces minutes of all membership and Board meetings and forwards them to members, and carries out such other duties as presented in these bylaws. The Secretary shall be the Club's primary contact and make all filings with the Canadian Kennel Club. The Secretary is responsible for overseeing correspondence, maintaining systematically organized records, managing club documentation, and ensuring prompt distribution of all communications to relevant members.

**Treasurer** shall collect and receive all monies due or that belong to the club, issue receipts thereof and shall deposit the same in a financial institution satisfactorily to the Executive and in the name of the club. The Treasurer shall always maintain the books and records of the club. This position may be combined with that of the Secretary.

### 1.2 Term of Office

The term of office shall be for two (2) years for a maximum of two (2) consecutive terms. After two (2) consecutive terms the member is ineligible to hold the same office for two (2) years. Only if there is no nominee for the position can the member be asked to fill the position for an additional term.

### 1.3 Vacancies

Should the position of President become vacant during the term, the Vice-President shall move into the President's position.

Should a vacancy occur in any other executive positions, a voting member in good standing may be appointed by the Board to fill the position until the end of the term.

Should an Executive officer decide to resign their position that officer must submit a resignation letter directly to the Board.

## 2. REGIONAL DIRECTORS

Regional Directors are responsible for the affairs within their respective regions and shall support the executive team in achieving the club's objectives. Regional Directors are responsible for the development of new ideas and for the promotion of the club and the breed in general. Directors must reside in the area that they represent and shall be elected by those members residing in that area.

The Club's five (5) regions are:

1. Canada East - (New Brunswick/Nova Scotia/PEI/Newfoundland/Labrador)
2. Canada Mid-West - (Alberta/Saskatchewan/Manitoba/Northwest Territories/Nunavut)
3. Canada West - (British Columbia/Yukon Territories)
4. Ontario
5. Quebec

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## 2.2 Term of Office

The term for each Regional Director shall be the same as the Executive – two (2) years for a maximum of two (2) consecutive terms. After two (2) consecutive terms the member is ineligible to hold the same office for two (2) years. Only if there is no nominee for the position can the member be asked to fill the position for an additional term.

## 2.3 Vacancies

Should a Regional Director decide to resign their position, that director shall submit a resignation letter directly to the Board.

Should a regional director's position become vacant during the term, a regular member may be appointed by the Board to fill the position until the end of the term.

## ARTICLE IV: COMMITTEES AND APPOINTMENTS

### 1. STANDING COMMITTEES

#### 1.1 Standing Committees

The President shall appoint a member in good standing to chair the following standing committees:

- Membership
- Constitution and Bylaws
- Breed Standard
- Publicity, Program and Educational
- Health/Genetics
- Obedience/Performance

#### 1.2 Duties of Committee Chairs

- 1.2.1. **Membership Chair** shall keep a roster of the members of the club with their addresses and contact details. The Membership Chair shall send and receive renewals and forward cheques to the Treasurer to deposit in the club's account. The Membership Chair shall keep an accurate and current account of membership, voting members, and breeders. The Membership Chair will send an invitation to Associate members one month before their first anniversary, asking if they wish to become Regular members and explaining the requirements for Regular membership.
- 1.2.2. **Constitution & Bylaws Chair** will receive and review proposals for changes to the Constitution and/or Bylaws received from membership and form a ballot to be presented to the membership in the manner described in Article VII.
- 1.2.3. **Breed Standard Chair** shall liaise with the Canadian Kennel Club, the Board as well as with the membership at large on any matters regarding changes to or updating of the Breed Standard or Illustrated Standard.
- 1.2.4. **Publicity, Program, & Education Chair** shall be responsible for publicity and/or advertising of the Club's activities and may be part of the National Specialty Show Committee as well. The Chairperson shall direct all the Club's programs and/or educational activities.
- 1.2.5. **Health & Genetics Chair** shall be responsible for liaison with the PDCA Health Committee Chairperson and shall be involved in collecting information on genetics with relevance to Pugs and providing such information to the membership. The Chair shall submit those items for publication in the newsletter that would be of interest to breeders/pet owners alike.
- 1.2.6. **Performance & Obedience Chair** shall direct all business pertaining to the Obedience and Performance activities of the Club.

#### 1.3 Term of Office

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The term for each standing committee chairs shall be the same as the Executive – two (2) years.

## 1.4 Committee Chair Duties and Responsibilities

Committee Chairs must be Regular members in good standing with the Pug Club of Canada and the Canadian Kennel Club. It shall be the duty of the Committee Chair to appoint three (3) members to each committee. Committee members should have a demonstrated working knowledge of the subject matter. The Chair of the committee will take minutes of all committee meetings and forward them to the club's Secretary. These minutes will form part of the Secretary's report and will be presented to the membership as information.

## 1.5 Non-performance

Should a Committee Chair neglect the duties of the Committee during their term as described in Article IV: Committee, the Board, with a majority vote, may unappoint that Committee Chairperson and re-appoint another member in good standing to replace that Committee Chairperson.

## 1.6 Proprietary Rights

Any/all information gathered by a committee on behalf of the Club shall be shared with the Club and may be used at the discretion of the Board. No individual members shall have proprietary rights over any information gathered/submitted by any members of the Committee.

## 1.7 Committee Dissolution

The Board, with a majority vote, may terminate any committee formed once the committee has fulfilled its purpose.

## 2. AD HOC COMMITTEES

Ad Hoc Committees may be formed by the Board as necessary when the nature of the committee's mandate is specific, short term, and committee members are only needed temporarily.

### 2.1 Re-occurring ad hoc committees:

2.1.1 **Specialty Shows** - The Board shall select from bids received from the Membership to hold a National Specialty and/or Regional Specialty Show. The Chair/Committee shall liaise with the Regional Director of the Region in which the Specialty is to be held. The Chair/Committee will submit a Budget to the Board with the bid.

2.1.2 **Elections** - The Executive shall appoint an election committee of three (3) members, a chairperson and two members, during the Annual General Meeting of the year's election. The election committee will administer nomination forms and ballots to the membership as described in Article VI.

## 3. APPOINTMENTS

3.1 The Board shall select from the membership person(s) to manage the following appointments as vacancies occur.

3.1.1 **Newsletter Editor** shall be directly responsible to the Board for all articles entered and shall insure that no offensive article appears that will be personally directed at all members. Starting with the January issue of the year, he/she shall be responsible for setting up and emailing out the Club's newsletter every quarter to all members in good standing. The Newsletter Editor shall edit and/or refuse to publish any articles construed to be libelous, slanderous, etc.

3.1.2 **Archivist** shall be the keeper of the archives pertaining to the Club's business and all information obtainable on Pugs. The Archivist shall prepare an updated list/file of all materials in the archives and present it to the Secretary and Newsletter Editor on a regular basis.

3.1.3 **Rescue Manager** shall oversee the Club's rescue program, coordinate efforts with licensed rescue facilities, and appoint members for rescue assistance as needed.

3.1.4 **Webmaster** shall keep the website up to date and shall maintain the Clubs official website in every aspect; ensure the safety of the privacy information of members; interface with Board and all other appointed officers to ensure data integrity on the website; provide access to restricted areas (stored applications area, etc.) when necessary. The Webmaster shall select

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an assistant from the membership.

3.1.5 **ROM Manager** shall select members as required and will be responsible for development, verification and publication of the ROM program.

3.2 Appointees must be Regular members in good standing with the Pug Club of Canada and the Canadian Kennel Club.

3.3 Non-performance - Should an appointed member neglect the duties of an appointment during their term as described in Article VI: 2 Appointments, the Board may unappoint that member and re-appoint another member in good standing to replace that Appointment.

3.4 The Board, with a majority vote, may terminate any appointment formed if/when an appointment is no longer needed or useful.

## ARTICLE V: FINANCE

### 1. FISCAL YEAR

The fiscal year of the Club is the 1st day of January to the 31st day of December.

### 2. MEMBERSHIP DUES

Membership dues shall be the amount specified at the Annual General Meeting.

### 3. BANKING

The funds of the club are to be placed in a branch of any Canadian Chartered Financial Institution for the convenience of the Treasurer. This account must be in the name of the club.

### 4. SIGNATORIES

All cheques issued by the club shall require the signature of the Treasurer and the signature of one other officer, either President, or Vice President or Secretary but not two members of the same family or household.

### 5. REVENUE

The club shall take all necessary steps to investigate and comply with Federal and Provincial Guidelines with respect to clubs and corporations.

### 6. REMUNERATION

No member shall be paid for any services that they perform for the club but may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the club.

Borrowing powers of the club shall not be exercised unless authorized by a special resolution passed at a general meeting of the membership.

### 7. FINANCIAL REVIEW

Two (2) members shall be appointed at the Annual General Meeting of the club to review the club's financial records for the previous fiscal year. The members shall be two (2) regular members in good standing and shall examine and review the club accounts and report to the membership.

### 8. FINANCIAL REPORTING

The Treasurer shall report on the state of the club's finances at every membership meeting of the club. At the Annual General Meeting the Treasurer shall make a full financial statement on the affairs of the club.

### 9. EXPENDITURE LIMITATION

Any expenditure over \$500, not preapproved in the annual budget, must be approved by membership.

## ARTICLE VI: ELECTIONS

Elections for Board of Directors offices occur every two years in odd-numbered years. A minimum of twenty-one (21) days' notice shall be allowed for each stage of the election procedure.

### 1. NOMINATIONS

1.1 Nomination forms will be sent out to all eligible voting members electronically on or before October 5th of an election year.

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- 1.2 Nomination forms must be signed by the nominee and two (2) eligible members in good standing.
- 1.3 Nominations are to be submitted electronically to the election committee no later than November 5th.

## 2. VOTING

Voting will occur when more than one member is nominated for the same office.

- 2.1 Voting shall be by secret ballot.
- 2.2 A confidential electronic ballot will be distributed to all eligible voting members. Eligible voting members are Regular members in good standing.
- 2.3 The ballot will include a list of vacancies, nominees, and submission instructions.
- 2.4 Voting by proxy is not permitted.
- 2.5 The quorum for all votes shall be constituted by a majority of the votes based on ballots returned.
- 2.6 In the event of a tie, a revote must be cast until such time as there is a declared winner.
- 2.7 The nominee who receives the highest number of votes shall be declared as elected.
- 2.8 If a declared elected member does not accept the position, the nominee with the next highest number of votes shall assume the position.
- 2.9 If there are no other nominees, the office will be considered vacant, and, as per Article III: 2.3 Vacancies, the Board may appoint a member in good standing to fill the office.

Announcement of election results will be made via group message board, website, newsletter and at the next membership meeting.

All election material including records of nominations, ballots, etc., should be retained for a period of two years.

## ARTICLE VII: REVISING THE CONSTITUTION AND BYLAWS

The Club may, from time to time, in the manner provided, change the Constitution and Bylaws to conduct its objects or the transaction of its business.

1. There shall be a minimum of one (1) year between changes to the Constitution and Bylaws.
2. Notice of any proposed amendment(s) shall be in writing and submitted to the club's Constitution and Bylaws Chairperson on or before June 1st. The notice must contain the full text of the current clause of the Constitution, Bylaws, or Code of Ethics and the full text of the proposed amendment, precisely worded, and an explanation for the proposed change.
3. Proposed amendments may be submitted to the Constitution and Bylaws Committee by any member in good standing or may be proposed by the Board.
4. The Constitution and Bylaws Committee will review and accumulate all proposed amendments received and shall present to the membership a ballot so that the members are fully aware of any proposed changes and the reasons for those changes.
5. Voting shall be by secret ballot. A package will be sent to each member electronically. This package will contain the proposed amendment as well as the original text, the ballot form, and submission instructions.
6. Ballots for proposed amendments to the Constitution, Bylaws, or Code of Conduct and Ethics must be sent to all members no later than October 31st in that year.
7. The Constitution and Bylaws committee must receive votes no later than December 1st. Ballots received after December 1st will be marked VOID.
8. Proxies are not permitted.
9. Amendments to the Constitution, Bylaws or Code of Conduct and Ethics require a two-third (2/3) majority vote from the membership.
10. Any changes to the Constitution, Bylaws or Code of Conduct and Ethics shall be effective January 1st in the year following the vote.
11. The club shall maintain CKC recognition by adhering to the Policy set out by CKC and acknowledge that any

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changes in such Policy from time to time will supersede contravention within this Constitution & By-Laws.

## ARTICLE VIII: REVISING THE BREED STANDARD

Proposals for amendments to the Breed Standard by the Club must meet CKC Procedure RG002 – Proposed Changes to a Breed Standard.

1. There shall be a minimum of five (5) years between changes to the Breed Standard.
2. Proposed amendments may be submitted to the Breed Standard chairperson by any member in good standing, may be proposed by the Board, or may be proposed by the Breed Standard chairperson.
3. Notice of any proposed amendment(s) shall be in writing and submitted to the Breed Standard Chairperson. The notice must contain the full text of the current breed standard and the full text of the proposed breed standard change, and an explanation for the proposed change.
4. The Breed Standard Committee will review and accumulate all proposed amendments received and shall present to the membership a ballot so that the members are fully aware of any proposed changes and the reasons for those changes.
5. Voting shall be by secret ballot. A package will be sent to each member electronically. This package will contain the proposed amendment as well as the original text, the ballot form, and submission instructions.
6. All proposed amendments to the breed standard will be compiled and submitted by the Breed Standard chairperson to the Canadian Kennel Club in due course and as described in CKC Procedure RG002.
7. Once the draft is reviewed by the CKC Breed Standards Committee and any required changes are made by the club, the final draft of the proposed new standard shall be sent to eligible club members for voting.
8. The Canadian Kennel Club will only consider proposed amendments that have received a two thirds majority vote of eligible voting club members who are CKC members in good standing. Non-Residents shall be excluded from the voting process.
9. Proxies are not permitted.

## ARTICLE IX: CONFLICT RESOLUTION, INVESTIGATION AND DISCIPLINARY ACTIONS

1. COMPLAINTS - Members
  - 1.1 Any Member may file a complaint against another Member for alleged misconduct prejudicial to the best interests of the club or in contravention of this Constitution and Bylaws, Code of Ethics, or the Policy, Bylaws and Code of Ethics of the CKC.
  - 1.2 A Member who has a complaint against another Member shall submit the complaint by e-mail, or regular mail, to the President.
  - 1.3 If the complaint is against the President, the complaint shall be sent to the Vice-President.
  - 1.4 The President shall forward the complaint to the Secretary to administer.
  - 1.5 The Secretary shall notify the defendant of the complaint and the procedures within forty-five (45) calendar days of receipt of the complaint.
  - 1.6 In consultation with the Board, the Secretary shall assemble a Complaints Review and Hearing Committee (“the Committee”) of members, with an appointed Chairperson. No members of the Complaints Review Committee shall be Board members.
  - 1.7 The Committee shall meet by teleconference or video conference to first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club. If the Committee determines that the charges do not sufficiently allege conduct prejudicial to the best interests of the club, it may refuse to entertain jurisdiction. The Secretary shall inform the complainant and defendant of the Committee's decision.  
  
If the Committee accepts jurisdiction of the charges, the complainant and defendant shall be provided with a date and time of hearing of the complaint a minimum of [thirty (30) days] before the complaint shall be heard/considered. The Committee Chair, in conjunction with the Secretary, shall promptly send one copy of the charges to the defendant by electronic mail, together with a notice of the hearing

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and an assurance that the defendant may personally or virtually appear in their defense and bring witnesses if they wish.

- 1.8 If in the opinion of the Committee, the complaint does not have merit for a hearing, the complainant will be notified by electronic mail of their choice explaining the reason or reasons why the complaint was not moved forward to a hearing. The explanation may include a note of direction or clarification.
  - 1.9 If the complainant is not satisfied with this response, an appeal may be made to move the complaint to a hearing at an extraordinary meeting of the Board, whose decision is binding on the committee.
  - 1.10 The Secretary will notify the complainant and defendant of the complaint and the procedures within thirty (30) days of receipt of the appeal.
  - 1.11 The defendant and complainant shall have the right to attend the hearing and to present any evidence.
  - 1.12 Any member who is suspended, debarred, expelled or deprived from the privileges of The Canadian Kennel Club shall, without notice, be suspended from the privileges of this club for a like period.
  - 1.13 When a complaint is submitted, it must be recorded, and remain on record, until the complaint is resolved, withdrawn, deemed to be without merit or disciplinary action has been served.
  - 1.14 A Member who resigns while charges have been preferred against them or allows their membership to lapse during the fiscal year in which the charges were sustained may not apply for membership for a minimum period of five (5) years from the time of resignation or lapse or the end of any suspension. After this period, they may reapply for admission to membership according to the process outlined in Article 1.5 Application for Membership.
2. COMPLAINTS – Board
- 2.1. Where the complaint involves alleged misconduct, misrepresentation or any breach of this Constitution and/or By-Laws by one or more members of the Board, written notice of the offence together with supporting evidence must be forwarded to the Secretary by email.
  - 2.2. If the complaint is in whole or in part against the Secretary, then the complaint shall be forwarded to the Vice President.
  - 2.3. The Board of Directors shall respond to the complainant with resolution within {thirty (30) days} of receipt of the complaint.
  - 2.4. If the Complainant remains unsatisfied and communicates dissatisfaction in writing to the Club Secretary, a Special General Meeting shall be scheduled by the club Secretary and by a majority vote of the membership present, the complaint will be deemed justified or disregarded.
  - 2.5. If the complaint is deemed justified, resolution will be presented in the form of a Motion, and the majority vote of the membership present shall rule.
3. HEARING
- 3.1 The order in which the hearing will be heard shall be as follows:
    - Call to Order
    - Committee Chair's Opening Remarks
    - Complainant
    - Defendant
    - Questions
    - Deliberations
4. DECISION
- 4.1 Immediately after the Committee has reached its decision, its findings shall be put in written form and filed with the Secretary.
  - 4.2 The Secretary, in turn, shall notify the complainant and defendant of the decision, the reasons for the decision, who was involved in the decision, and any penalty. This decision must be formally conveyed to complainant and defendant within thirty (30) days of the decision being made.
5. EXPULSION

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- 5.1 Any member whose conduct has been determined to be improper, unbecoming or likely to endanger the welfare, interests or reputation of the Club, or who commits a breach of the Constitution or Bylaws or Code of Conduct and Ethics of the Club may be expelled.
- 5.2 Expulsion of a member requires a Special General Meeting where Conflict Resolution, Investigation, and Discipline is deemed insufficient.
- 5.3 Expulsion requires two-thirds of the vote of members present at the meeting.
- 5.4 Notification of Expulsion
  - Immediately after the Committee has reached its decision, its findings shall be put in written form and filed with the Secretary.
  - The Secretary, in turn, shall notify the complainant and defendant, in writing, of the decision itself, the reasons for the decision, who was involved in the decision, and any penalty. This must be provided to the complainant by way of registered letter and defendant within thirty (30) days of the decision being made.

## 6. APPEAL PROCESS

- 6.1 Any person subject to any decision arising out of a complaint filed through the Club's internal disciplinary process may file an appeal. Appeals must be filed in writing and forwarded to the Secretary. The Secretary shall promptly send a copy of the appeal to each Board member and/or present them at a Board meeting.
- 6.2 An appeal hearing shall be scheduled within thirty (30) days of receipt of the appeal. The complainant and defendant shall be provided with a date and time for the appeal hearing, a minimum of thirty (30) days before the appeal shall be considered.
- 6.3 The complainant and defendant have the right to attend the appeal hearing, which may be conducted by teleconference or video conference.
- 6.4 This shall not be a retrial, but rather a hearing to determine whether there is just cause to overturn the decision. Arguments during the appeal process are limited to this aspect. After hearing the testimony presented by the complainant and defendant, the Board may, by a seventy-five percent (75%) vote, decide to sustain or overturn the decision or expulsion.
- 6.5 The Secretary shall inform both the complainant and defendant of any decision in writing within thirty (30) days of the hearing.

## ARTICLE X: DISSOLUTION

1. The club may be dissolved at any time by providing to the Canadian Kennel Club written documentation signed by at least two-thirds (2/3) of the members of that club who are in favour of this decision; proxies are not permitted.
2. In the event of dissolution of the Club, other than for purposes of reorganization, whether voluntary, involuntary or by operation of law, none of the property of the Club, or any proceeds thereof, nor any assets of the club shall be distributed to any member of the Club.
3. After payment of the debts of the Club, its property and assets shall be given to charitable organization(s) for the benefit of dogs, as selected by the Board.

## ARTICLE XI: ORDER OF BUSINESS

All meetings of the Club shall be conducted under the procedures laid down by the Common Law of Procedure of Canada and Robert's Rules of Order (current edition).

The order of business at all regular, special and annual general meetings of the club shall be as follows:

1. Recording of members and guests in attendance
2. Meeting brought to order by the meeting Chair
3. Reading of the minutes.
4. Business arising from the minutes
5. Treasurer's report
6. Reading Correspondence
7. Business arising from the Correspondence
8. Reports of any Committees

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9. New Business
10. Good and Welfare
11. Adjournment