

GREAT PYRENEES CLUB OF SOUTHERN ONTARIO

BY-LAWS INDEX

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# **GREAT PYRENEES CLUB OF SOUTHERN ONTARIO**

## **BY-LAWS**

### **ARTICLE I - MEMBERSHIP**

Section I New applicants for membership in the Active, Junior, Associate, Family and Disabled/Senior Citizen Classes of Membership must submit an application along with the membership fee to the Membership Chairperson. The Membership Chairperson will record the necessary information and will ensure publication of the Applicant's name, address and telephone number to the Membership. The Membership Chairperson will then pass the fee to the Treasurer.

The Membership will be accepted if no written opposition from any Member in good standing has been received by the Executive within thirty (30) days from the date of publication.

While the Applicant is awaiting a decision on his/her application, he/she shall be entitled to receive a copy of the Club newsletter if published during this time. The maximum time from the date the application is received by the Club until the Applicant is accepted or rejected will not exceed four months.

Section II Should opposition to an Applicant's membership be received from a member as in Section I, a "Notification of Opposition to Membership" shall be provided to the Applicant who shall have the right to give written rebuttal. The executive Council shall review both sides of the case and shall notify all parties directly concerned of its decision, in writing. The Executive Council may, in its absolute discretion, hold an oral hearing at which time both the Applicant and the objector may appear and present their respective cases. Either party may appeal the decision of the Executive Council in accordance with the procedures set out in Section V.

Section III Thirty (30) days after publication of the Applicant's name to the membership, and if no written opposition has been received, the Membership Chairperson shall then send the new Member an official letter of welcome, a copy of the Constitution and By-Laws of the Club, a copy of the Code of Ethics and any other material decided upon from time to time by the Executive Council. The Membership Chairperson will see that the new Member is welcomed in the newsletter.

Section IV Censorship or expulsion shall be the prerogative of the Executive Council. Censorship of any severity may be imposed by at least 4/5 majority vote, while expulsion will require the unanimous vote of the Executive Council. If a request for censorship or expulsion is received by the Executive Council pertaining to a member of the Executive then the issue will be brought before a panel as described in Section V.

Section V An appeal from a rejection of Membership of an Applicant, or censorship or expulsion of a member, may be made by the Applicant or Member concerned upon payment of a twenty-five dollar (\$25.00) fee. The Executive shall call a Regular or Special Meeting of the club to be held within sixty (60) days but not earlier than thirty (30) days after receipt of the Appeal. The Appellant/Defendant shall have the privilege of appearing on his or her own behalf. The President shall read out the charges and the appeal and shall invite the Appellant, if present, to make submissions on his or her own behalf. The meeting shall then vote by secret written ballot on the Appeal. A 2/3 vote of those present and voting at the meeting shall be necessary for a determination of the rejections, censorship or expulsion. All findings must be published.

Section VI Membership in the Club shall be terminated if:

- (a) A Member notified the Executive Council in writing of his/her resignation;
- (b) Membership fees are unpaid for thirty-one days (31) following the beginning of the fiscal year.
- (c) A Member has been expelled under Article I, Section IV or V

Section VII a) New membership applications and Breeder Sponsored Applications shall include name and signature of the sponsor who is a member in the Club in good standing for at least one year.

b) Renewal Applications, New Members and Breeder sponsored applications shall include a signature by Applicant to abide by the Constitution and By-laws of the Club.

Section VIII The Membership Chairperson will mail Membership Renewal Notices to all members not later than July 31<sup>st</sup>.

Section IX Membership Renewal Notices are to be returned to the Membership Chairperson along with the appropriate membership fee. The Membership Chairperson will record the necessary information, ensure that the Newsletter Editor receives the names and addresses, and will pass the Notice and membership fee along to the Treasurer.

Section X If a Membership has lapsed due to non-payment of fees, the Member may apply for re-instatement upon payment of the required fee, together with a late fee and upon receipt of same, shall be instated as a full member.

## **ARTICLE II - EXECUTIVE COUNCIL**

Section I The Executive Council of the Club shall consist of five Members, elected by the general Membership who shall, from amongst themselves, appoint the following officers:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Director to the great Pyrenees Club of Canada

In adherence with Canadian Kennel Club policy, all members of the Executive Council must be members of the Canadian Kennel Club in good standing.

Section II The five elected Members of the Executive Council, when elected, will hold office as follows:

- a) In the first year these By-laws become effective, of the five members elected to the Executive Council, the two Members receiving the highest number of votes shall remain in office for a period of two years, while the other three Members will remain in office for one year, the term office to begin and end at the Annual General Meeting.
- b) In the second year these By-laws become effective, an election will be held to elect three (3) Members to the Executive Council who will hold office for two years.
- c) In the third year these By-laws become effective, an election will be held to elect two (2) members to the executive Council who will hold Office for two years.
- d) And thus continuing from year to year, with elections being held each year to elect two members for a two year term one year and the next year to elect three members to serve a two year term and so on, so that at any given time there will always be at last two experienced members on the Executive Council.

### Section III

If any vacancy occurs on the Executive Council during the year, the Executive Council may appoint a member of the Club to fill the vacancy, except if the vacancy occurs in the Office of the President, such vacancy shall be filled by the Vice President and the resulting vacancy in the office of the Vice President shall be appointed by the Executive Council. The newly appointed member of the executive Council will serve only until the end of the term of the person they replaced.

### Section IV

The Executive Council each year will call for the Election of Members to serve on the Executive Council as per Article II, Section II. The following procedure will be followed:

- a) The Executive Council will appoint an Electoral Officer not later than February 10th of each year. The electoral officer will be responsible for the organization and operation of the nominations and election in accordance with the Executive Council directives. The Electoral Officer should not be a Candidate for Office.
- b) The Electoral Officer, by April 1st of each year will notify each paid-up member of the forthcoming nominations and election. The members will also be mailed a complete up-to-date list of all voting members, addresses and phone numbers, and will be requested to make nominations for election to the Executive Council on the Nomination Form supplied.
- c) Nominations are to be mailed to the Electoral officer, post-marked not later than April 30th and received not later than May 15<sup>th</sup>.
- d) By June 1st, the Electoral officer will mail each Nominee an Acceptance Form which must be returned stating the Nominee's decision, to the Electoral Officer, post-marked not later than June 30th and received not later than July 15th. If the Nominee chooses to stand for office he must return the Questionnaire mailed to him/her with the Acceptance Form.
- e) The Electoral officer will mail each Active, Honourary, Associate, Family, Senior and Disabled Member the following:
  - a ballot
  - a resume of each member standing for election as taken from the Questionnaire;
  - a small blank envelope to contain the ballot;
  - a return envelope addressed to the Electoral Officer bearing the name and address of the member(s) voting.

These are to be post-marked not later than July 30<sup>th</sup>.

- f) Ballots are to be mailed by the voting members, so as to be received by the Electoral Officer post-marked not later than August 25<sup>th</sup>. Hand-delivered ballots will also be accepted, provided the proper membership identification is supplied.
- g) With the assistance of two non-club members, the Electoral officer will count the ballots, record all ballots and make a full report in writing to the President not later than September 1<sup>st</sup>.
- h) The Electoral Officer will notify, in writing, each Member who stood for election, of the full results of the Election. This will be finalized by September 1st.
- i) The Electoral Officer shall provide a full report, along with all nomination forms, ballots, questionnaires, etc., to the Club Secretary not later than September 1st.
- j) All ballots will be available for inspection by those Members standing for Office at the next Annual General Meeting.

### **ARTICLE III – FEES**

Section I The fees for the various classes of Membership in the Club shall be as follows, subject to changes in accordance with Section III:

	<u>Present Fee</u>
a) Honorary/Lifetime	Nil
b) Active	\$30.00
c) Junior	15.00
d) Associate	25.00
e) Family	43.00
f) Senior/Disabled	15.00

A Breeder, whose Litter is registered with the Canadian Kennel Club, who wishes to purchase a membership for a new puppy owner will be charged the following:

a) Active	\$25.00
b) Junior	13.00
c) Associate	21.00
d) Family	35.00
e) Senior/Disabled	13.00

This reduced fee will apply only to the initial fee and not to a renewal.  
The new Member's application will be processed as per Article I.

Section II Membership dues are for the period of September 1st in any one year to August 31<sup>st</sup> of the following year, or any part thereof.

Section III Any change in the amount of the annual membership dues shall be proposed by the Executive and approved by a majority of members at an Annual General Meeting.

Section IV Membership Applications received after May 15 in any year shall have those dues applied to the following year and shall not incur any dues from May 15 to August 31 of the year of application.

#### **ARTICLE IV – CLUB YEAR**

Section I The Fiscal Year-End of the Club shall be August 31<sup>st</sup> of each year.

#### **ARTICLE V - MEETINGS**

Section I Meetings of the Executive Council shall be scheduled by the President.

Section II All Executive Council Meeting Decisions shall be published and distributed to the Membership by the Secretary.

Section III The Annual General Meeting shall be called by the Executive Council. The date and place is to be determined by the Executive Council but not later than 45 days from the Club year-end. The Membership will be notified of the date, location and agenda of the meeting at least thirty (30) days prior to the meeting.

Section IV The Agenda of the Annual General Meeting will be:

- a) Roll Call
- b) Introduction of newly elected Executive Council Members
- c) Minutes of previous Annual General Meeting
- d) Final Executive Council Report
- e) Treasurer's Report,
- f) Appointment of Inspector of the Books and Financial Records, and
- g) New Business.

Section V A General Membership Meeting may be called by the President at a time and place to be decided by the Executive Council. The Membership will

be notified in writing, of the date, location and agenda for the meeting at least thirty (30) days prior to the meeting.

Section VI The executive Council will meet at least four (4) times during each Club year, excluding the Annual General Meeting. Any Executive missing 2 consecutive meetings, or 3 meetings within the year, without just cause or excuse, shall be deemed to have resigned his or her position and a replacement shall be made by the Executive in accordance with the By-Laws.

Section VII The Quorum for meetings shall be:

- a) Executive Council Meetings – 3
- b) Annual General Meeting - 15% of total Voting membership rounded to the next highest whole
- c) General Membership Meetings – 15% of total Voting membership rounded to the next highest whole

Section VIII

- a) Any member unable to attend an Annual General Meeting or a General Membership Meeting may vote by means of a proxy in accordance with the form attached to these By-Laws.
- b) Proxies are to be considered when tabulating the number of members in attendance for Quorum purposes.

## **ARTICLE VI – EXECUTIVE DUTIES**

Section I The President shall chair all Meetings. He/she shall direct, and in general, perform the duties incidental to the Office. He/she shall co-sign all Club cheques with the other signing Officer designated by the Executive Council.

Section II The Vice-President shall, in the event that the President is unable to fulfil his/her duties, assume the President's responsibilities.

Section III The Treasurer shall be responsible for, and keep records of all financial transactions of the Club. A Financial up-dates shall be presented to the Executive Council at each meeting. The treasurer shall be responsible for having a copy of the previous year's Financial Statement available for each Member present at the Annual General meeting.

Section IV The Secretary shall record the Minutes of all Meetings called by the Executive Council. He/she shall be responsible for seeing that the Membership receives Minutes of the Annual General Meeting and General

Membership Meetings. The Secretary will keep an up-to-date list of Members and be responsible for notifying the Newsletter Editor of new Members, changes of addresses, Executive council decision and any other information to be published on behalf of the Club resulting from decisions made at any and all Meetings. The Secretary shall be responsible for the Club's correspondence and will keep an up-to-date file of all correspondence. The Secretary will see that the Executive shall have access to all correspondence received and mailed.

Section V The Director to the Great Pyrenees Club of Canada shall be responsible for making known the wishes and decisions of the Membership and Executive Council of the Club to the Executive council of the Great Pyrenees Club of Canada in matters affecting the Great Pyrenees Club of Canada and the breed throughout Canada. He/she shall vote on behalf of the Club on matters pertaining to the Great Pyrenees Club of Canada. He/she shall be responsible for corresponding with the Great Pyrenees Club of Canada and will see that the Executive shall have access to all incoming and outgoing correspondence.

Section VI If a situation arises that the Executive Council members find that they cannot work together and cannot solve their problems, at least two (2) members of the Executive Council may advise the other Executive Council members that they will be calling a General Membership Meeting to ask for assistance in re-establishing a working relationship of the Executive Council.

## **ARTICLE VII – CHAIRS AND COMMITTEES**

Section I The Executive Council shall appoint such Chairs and Committees as it deems necessary. The duties and responsibilities of these Chairs and Committees shall be those delegated to them by the Executive Council. Chair and Committee members may be Executive Members, general members and non-members.

Section II Chairs and Committee may be, but are not limited to such positions as Electoral Officer, Membership Chair, Newsletter Editor and other positions the Executive Council feels necessary to appoint to ensure the orderly running of the Club and its aims and objectives as set forth in the Constitution.

## **ARTICLE VIII – AMENDMENTS TO THE BY-LAWS**

Section I The By-Laws may be amended by unanimous vote of the Executive Council. Notice of the Amended By-Laws must be sent to all members. In the event that the Executive is not unanimous in its decision concerning

an amendment, a Notice of intention to amend the By-laws must be sent to all members.

Section II Should 10% or more of the Membership object to the proposed By-Law amendment, then the proposed amendment will be submitted to the total membership for vote at a General Membership Meeting or at the next Annual General Meeting. 80% of all recorded votes from the Membership will be required in order to overrule the objection and thereby approve the proposed amendment.

Section III Suggested amendments to the By-laws may be submitted to the Secretary by any member at any time.

Section IV If a submission is rejected by the Executive Council, the Submitter shall be duly notified. The Submitter may then withdraw the proposal or may request, in writing, that the proposal be submitted to the General Membership. The Executive Council must then call and submit the proposal to a General Membership meeting within sixty days (60) for consideration under Article VII, Sections I & II, or may submit the proposal at the next Annual General Meeting if it is occurring within the said sixty (60) day time frame.

#### **ARTICLE IX – MISCELLANEOUS**

Section I These By-Laws are to be read with all changes of gender and numbers, as the context requires, for their logical application to all persons.

THESE By-Laws were enacted in February, 1999.

THESE By-Laws have been amended as of September 14, 2008

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Secretary

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President

