

## **V. CLUB POLICY**



**CLUB POLICY**  
**TABLE OF CONTENTS**

General.....	5:1
Types of Clubs .....	5:3
Area of Operation .....	5:7
Accreditation of New Clubs .....	5:8
Revoking Accreditation.....	5:10
Reinstatement of Accreditation .....	5:11
Renewal of Accreditation.....	5:12
Constitution and By-laws .....	5:13
APPENDIX 1 -- Fee Schedule.....	5:16



## V. CLUB POLICY

### A. General

1. The approval of a club to hold Canadian Kennel Club events is a privilege granted by The Canadian Kennel Club. Such privilege may therefore be suspended or revoked for just cause.
2. Any club accredited by The Canadian Kennel Club shall be operated on a non-profit basis. Any surplus generated by the club shall not be used for the benefit of any member of the club.
3. The Canadian Kennel Club has the right to refuse any application for club accreditation and may cancel or may suspend the accreditation of any club granted by The Canadian Kennel Club. When such action is being considered, the club will be notified in writing by Head Office, stating the reason for such action. Upon receiving such notification, the club may have representation or make a written presentation to be considered by the Club Relations Committee at a date and time set by the committee.
4. The Canadian Kennel Club may officially accredit any club which is formed and operating for the purpose of promoting breeds of purebred dogs officially recognized by The Canadian Kennel Club or those breeds of dogs listed in the Miscellaneous Class List as approved by the Board.
5. An accredited club shall suspend from its Board of Directors, any person deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club's Discipline Committee.
6. A club seeking official accreditation will be refused accreditation, or, a club having already established accreditation will be withheld from holding any show, trial, test, match, approved or sanctioned event held under The Canadian Kennel Club rules when it has a member of its Board of Directors who is deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club's Discipline Committee, or if any similar action has been taken by any other recognized registering body.
7. When a club has been officially accredited by The Canadian Kennel Club, said accreditation will remain in effect until the club is disbanded or the accreditation has been revoked by The Canadian Kennel Club, or accreditation has lapsed due to non-payment of annual renewal fees within the period described in these policies and procedures.
8. Any Canadian Kennel Club accredited club which has not held a sanctioned or approved event for a period of two (2) years, unless there are exceptional circumstances, will automatically have its status changed to non-event holding club.
9. A club that intends or proposes to dissolve must provide The Canadian Kennel Club with written documentation to that effect.
10. The Canadian Kennel Club encourages all clubs to be actively engaged in promoting and protecting the sport of purebred dogs. A club's efforts can take many forms, all of which can be beneficial to the sport, individual fanciers, and the community at large. The Canadian Kennel Club requires that a club applying for accreditation undertake educational and/or community involvement. With each annual renewal, an officially accredited club will state what educational projects and/or community involvement have been undertaken in the previous year by the club or its members.

11. The Board of Directors of a club shall be comprised of the Officers of the club (President, Vice-President, Secretary, Treasurer or combined Secretary/Treasurer) plus Directors as required in these policies.
12. The Officers (President, Vice President, Secretary and Treasurer or combined Secretary/Treasurer) and Directors of all accredited clubs must be residents of Canada and three (3) of the Officers, including the President, must be Canadian Kennel Club Regular Members in good standing. The names and offices held by these members must be reported to The Canadian Kennel Club annually upon renewal of club accreditation together with a copy of any changes to the current constitution and/or by-laws of the club (see Section G).
13. A National club formed for the improvement of a breed must wait five (5) years from the date of accreditation before proposing any breed standard amendment to The Canadian Kennel Club.
14. Annually, The Canadian Kennel Club will publish a list of all accredited clubs complete with the name, address, telephone, e-mail and facsimile numbers of the club secretary.

## B. Types of Clubs

1. The Canadian Kennel Club recognizes the following types of clubs for accreditation to hold approved Canadian Kennel Club events: All-Breed, Specialty, Obedience, Agility, Tracking, Field Trial and Test clubs, Miscellaneous listed breed clubs.
  - a) All Breed Club - A club which serves the interests of all Canadian Kennel Club recognized breeds.
  - b) Specialty Club - A club devoted to serving the interests of a particular breed or breeds. This may be a National, Regional, Provincial or Local club, or Branch club of a National club.
    - (1) A Specialty club must either be a Local, Provincial, Regional or National club that is working with one or more compatible breeds; one or more complete groups; or any one type or all activities. The activity for which the club would receive The Canadian Kennel Club approval would be limited to the breeds and/or activities which are spelled out in the constitution and name of the club.
    - (2) In order for a specialty club to be accredited by The Canadian Kennel Club and maintain accreditation, it is required that not less than seventy percent (70%) of that club's membership own the breed(s) as outlined in the officially recognized club name. Clubs may be required at any time to submit documentation substantiating this requirement.
    - (3) National Clubs
      - (i) A club whose name includes the word "National", or "Canadian", or "of Canada", may apply for accreditation, and if such accreditation is granted, the club will enjoy no more privileges than those of any other clubs.
      - (ii) A National breed club shall provide a pamphlet on its breed and shall have such pamphlet available for distribution to interested parties.
      - (iii) Any National club applying as a non-event club will be rejected.
      - (iv) Membership of the club must be comprised of people involved with the breed from coast to coast.
      - (v) For National club status, the club shall have a Board of Directors consisting of the officers of the club (President, Vice-president, Secretary, Treasurer or combined Secretary/Treasurer) and a minimum of four (4) directors.
      - (vi) Provided there are always members of the Board of Directors (officers or directors) residing in at least four (4) of six (6) regions, the directors of the club may be elected by the members residing in the region in which the director resides or at the national level. (For the purposes of this provision, the six (6) regions are: British Columbia, the Prairie Provinces (Alberta, Saskatchewan and Manitoba), Ontario, Quebec, Atlantic Provinces, and Nunavut, Yukon and Northwest Territories.)

- (vii) The club may hold only one national event per year. If an annual National Specialty event is held, it may not be held in the same region on consecutive years, unless no other region makes a request for that event.
  - (viii) A newsletter/bulletin for such a club shall be mailed to all members a minimum of two (2) times a year.
  - (ix) The club shall conduct nominations, elections and voting by mail with a minimum of three (3) weeks (i.e. twenty-one (21) days) return period for ballots.
- (4) Branch Clubs
- (i) A branch of a club whose name indicates national coverage for the breed(s) may apply on its own for accreditation, and such may be granted by The Canadian Kennel Club providing that all requirements have been met.
  - (ii) A branch of a club wishing to hold events under its own name, must be accredited before holding such events. A branch club may only exist at the will of a National Club. If the branch is simply assisting the "parent" club, or acting as a sponsor for the parent club, official accreditation is not needed. However, all credits will be given to the National Club.
  - (iii) A letter of acknowledgement from the parent club must be attached to the application.
- (5) Regional/Provincial Clubs
- (i) A club accredited as a Regional or Provincial club shall have a Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer or combined Secretary/Treasurer) plus one Director representing each of the provinces or Canadian Kennel Club electoral zones within that region or province. In all cases a minimum of two (2) Directors is required.
  - (ii) The Board members shall reside within that region and each Director shall reside in the province or zone he represents and shall be elected by those members residing in that area.
  - (iii) A Regional club should rotate its specialty biennially within that region.
- (6) Local Clubs
- (i) A Local Specialty club may hold only one conformation event per year and this event must be held in its area of operation.
  - (ii) A minimum of two (2) club officers must reside within the club's area of operation.
- c) Obedience Club - A club whose fanciers are interested in the Obedience aspect of the sport.



- d) Tracking Club - A club whose fanciers are interested in demonstrating the dog's ability to recognize and follow human scent and to use this skill in the service of mankind.
- e) Field Trial and Test Clubs - A club whose fanciers are interested in demonstrating their dogs' ability as hunting and working companions.
- f) Miscellaneous Listed Breed Club - A club whose fanciers are devoted to serving the interests of a breed which is not officially recognized but is on the Miscellaneous List as a listed breed.
  - (1) A club applying for accreditation under this section must be of a listed breed currently on the Miscellaneous Class List and shall comply with policies as described in Section B and D.
  - (2) An application received by Head Office from a club for a breed not on the current Miscellaneous List will be rejected.
  - (3) A club applying as a Miscellaneous Listed Breed club shall be eligible to represent one breed or similar listed breeds.
  - (4) A Miscellaneous Listed Breed club may hold any CKC events; however, it will not be permitted to amend the breed standard for the breed it represents. The activity for which the club would receive Canadian Kennel Club approval would be limited to the breeds and or activities which are spelled out in the constitution and name of club.
  - (5) A Miscellaneous Listed Breed club will not be permitted to propose amendments to a breed standard for the breed it represents.

2. The Canadian Kennel Club also recognizes clubs whose fanciers' principal interest is the advancement of purebred dogs and educating the community at large. Such clubs shall not be entitled to hold approved or sanctioned events and will be referred to as Non-Event or Rescue or Miscellaneous Breed clubs. A club seeking accreditation as a Non-Event or Rescue or Miscellaneous Breed club must meet the policies in effect at the time of application.

- a) Non-Event Club - A club formed for purposes of promoting purebred dogs through educational activities, or, is formed as an association of clubs for the purpose of educating its members and protecting the sport.
  - (1) A club applying for accreditation under this section is not eligible to hold approved or sanctioned Canadian Kennel Club events.
  - (2) A non-event club that wishes to hold approved or sanctioned Canadian Kennel Club events must be re-classified. In order for a club to be re-classified, it must apply to Head Office and shall comply with all the policies as described in Section B and D. The club must provide The Canadian Kennel Club with supporting documentation that re-classification is warranted and must state the type of events that the club proposes to hold.
  - (3) Approval may be granted to change the status provided that such change does not conflict with current event holding clubs.
  - (4) A club may only change status twice and may only be changed at the time of club renewal.
  - (5) After being granted event-holding status, a club will be required to hold sanction matches as per the respective rule books prior to applying for an official Canadian Kennel Club event.

- (6) If the status of a non-event holding club is changed to that of an event-holding club, the yearly renewal fee will be amended accordingly and a certificate will be issued.
- b) Rescue Club - A club whose fanciers' efforts are to seek out and relocate lost, stray or abandoned dogs into new homes, or useful places in society.
- (1) A Rescue club must be endorsed by a National or a Regional/Provincial club for the breeds the club represents.
  - (2) A Rescue club may not change status and must comply with all the policies described herein.
  - (3) A Rescue club may participate in educational or fund raising activities but shall not be approved to hold sanctioned or approved events.
- c) Miscellaneous Breed Club – A club whose fanciers are devoted to serving the interests of a breed which is not officially recognized or is a listed breed but is on the Miscellaneous List.
- (1) A club applying for accreditation under this section must be of a breed currently on the Miscellaneous List and shall comply with policies as described in Section B and D.
  - (2) An application received by Head Office from a club for a breed not on the current Miscellaneous List will be rejected.
  - (3) A club applying as a Miscellaneous Breed club shall be eligible to represent one breed or similar breeds from the Miscellaneous List.
  - (4) An accredited Miscellaneous Breed club shall within three (3) years of accreditation have begun the process towards official Canadian Kennel Club recognition of that breed.
  - (5) Barring any unforeseen circumstances or conditions beyond the club's control, should the process for official recognition not be commenced within the three (3) year period, the club's status will automatically be reviewed by Head Office.
  - (6) A Miscellaneous Breed club may hold fun events; however, under no circumstance will it be permitted to hold approved or sanctioned events.

### **C. Area of Operation**

1. The area of operation shall mean the geographical area in which a club has been granted permission by The Canadian Kennel Club to hold its events.
2. Local geographic and population factors play a major role in determining the “effective operating area” of a club. In densely populated areas there may be a need for more clubs than in sparsely populated areas.
3. All clubs shall be restricted to hold Canadian Kennel Club approved and sanctioned events within their area of operation.
4. Due to extenuating circumstances a club may be given consideration to hold events outside its area of operation. Requests for approval of exemption must be made to Head Office and may only be granted after consultation with the relevant Director.
5. A club’s name should identify its geographic centre of activity; that is, the area in which the club holds its events.
6. All Breed Clubs: A mileage radius from a given point (recommended 25 miles or 40 kilometres). This may vary according to geographic location and population densities.
7. Specialty Clubs:
  - a) National - The area of operation shall include all of Canada.
  - b) Regional - The area of operation for each of the regions is as follows:
    - (1) British Columbia;
    - (2) Prairie Region (Alberta, Saskatchewan, Manitoba);
    - (3) Ontario;
    - (4) Québec;
    - (5) Atlantic Region (Nova Scotia, PEI, New Brunswick, Newfoundland);
    - (6) Yukon/Northwest Territories.
  - c) Provincial - The area of operation for a Provincial club shall be that of the province it represents.
  - d) Local - Any area smaller than a province shall be called a Local club. No two (2) local clubs shall have the same area of operation for the same breed.

#### **D. Accreditation of New Clubs**

1. Prior to seeking Canadian Kennel Club accreditation, a new club must demonstrate ongoing viability for a minimum period of twelve (12) months by establishing a record of meetings, elections and activities. Documentation to this effect must be provided at the time of application.
2. A club seeking Canadian Kennel Club accreditation must submit a completed application with all the pertinent documentation and the required fee to Head Office. A Junior Kennel Club will be exempt from the initial application fee.
3. The Canadian Kennel Club shall accredit only one National club for each breed. The same shall apply for specialty Regional and Provincial clubs.
4. The following documentation must be provided at the time of application:
  - a) A complete copy of the Constitution and By-laws as set out in Section I.
  - b) A list of the Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer or combined Secretary/Treasurer) and Directors of the club including their addresses, fax, e-mail, telephone numbers and Canadian Kennel Club membership numbers of three (3) of the Officers including the President.
  - c) A map showing the proposed area of operation (Local clubs only).
  - d) A list of the current club members complete with addresses, fax, e-mail and telephone numbers.
  - e) Minutes of meetings, elections and activities held to date.
5. Where applications are received from more than one club representing the same breed, the Club Relations Committee shall make a determination as to how the applications are to be dealt with. The Committee may decide that only one application will be processed and the other applications returned to the applicant clubs or it may decide that two or more applications will be processed further.
6. Once the completed application and all supporting documentation have been received by Head Office and providing that it meets with all requirements of policy, the club's name will be published for comment along with its area of operation and names of the club's officers.
7. A copy of the club's application will also be sent for comment to The Canadian Kennel Club Board Member representing the zone in which the club is located.
8. All comments received by Head Office objecting to the formation of the club will be forwarded to the applicant club for its response. The club must submit a response within forty-five (45) days.
9. Upon completion of all of the above, the complete application will be acted upon by Head Office. The club will be notified in writing and a certificate attesting to its accreditation will be issued. Upon receipt of written notification from Head Office, a club may apply to hold a sanctioned event providing that it meets the requirements of the respective Canadian Kennel Club rules.
10. A club whose application for accreditation has been rejected must wait twelve (12) months from the date of rejection before re-applying. A written reason for the rejection will be provided to the applicant club. A twenty percent (20%) administrative charge will be retained by The Canadian Kennel Club for any rejected application. A club whose application is rejected may appeal the decision.

11. A club shall not submit an application for a sanctioned event until such time as it has received formal notice of accreditation.
12. Before applying to hold an approved Canadian Kennel Club event, newly accredited clubs shall demonstrate ongoing viability by establishing a record of sanction events, meetings and activities. Documentation to this effect must accompany the club's first application to hold an approved Canadian Kennel Club event. [Board Motion #46-06-11]

**E. Revoking Accreditation**

1. The Board may revoke the accreditation of any club for just cause.
2. A club whose accreditation has been removed by the Board cannot apply for reinstatement of accreditation for at least five (5) years from the effective removal date, nor may that same club name be used for a similar period, nor may the officers of the club hold any club office for a like period of time.
3. When the accreditation of a club has been withdrawn or cancelled, the membership of the club shall be officially informed by means of a notice in the Official Publication and/or a notice published electronically.

## **F. Reinstatement of Accreditation**

1. Reinstatement Due to Non-Payment of Renewal Fees
  - a) Club accreditation which has lapsed due to non-payment of renewal fees may be reinstated subject to the following:
    - (1) A request for reinstatement must be submitted in writing to Head Office.
    - (2) The letter requesting reinstatement must be signed by a club officer and be accompanied by a list of club officers.
    - (3) The appropriate renewal fee along with any arrears and late fees must accompany the request for reinstatement.
    - (4) A club that has not paid a renewal fee for more than two (2) consecutive years will be considered dissolved.
2. Reinstatement of Dissolved Club
  - a) Club accreditation for a club which has been dissolved may be reinstated subject to the following:
    - (1) A completed application with all pertinent documentation and the required fee must be submitted to Head Office.
    - (2) The following documentation must be provided at the time of application:
      - (i) A copy of the club's constitution and By-laws as set out in Section I.
      - (ii) A list of the Board of Directors consisting of the Officers of the club (President, Vice-President, Secretary, Treasurer or combined Secretary/Treasurer and Directors of the club including address, fax number, email address and telephone number and Canadian Kennel Club membership number of three (3) of the Officers including the President.
      - (iii) A map showing the area of operation.
      - (iv) A list of club members.
    - (3) Once the completed application and all supporting documentation have been received by Head Office and reviewed by the Club Relations Committee, the club's name will be published for comment along with its area of operation and names of the club's officers.
    - (4) All comments received by Head Office objecting to the formation of the club will be forwarded to the applicant club for its response. The club must submit a response within forty-five (45) days.
    - (5) Upon completion of the above, the complete application will be acted upon by Head Office. The club will be notified in writing and a certificate attesting to its accreditation will be issued. Upon receipt of written notification from Head Office, a club may apply to hold a sanctioned event providing that it meets the requirements of the respective Canadian Kennel Club rules.

## **G. Renewal of Accreditation**

1. Each year a club must renew its accreditation at a fee to be determined by the Board of Directors.
2. A Change in Board of Directors form, along with a reminder notice, shall be published annually in the Official Publication and/or posted electronically during the months of September to December.
3. A club that does not renew with The Canadian Kennel Club by December 31 of each year will have its accreditation automatically cancelled and will therefore not receive approval to hold approved or sanctioned events. Any previously approved events will be cancelled.
4. A club's accreditation will not be renewed when it has a member of its Board of Directors who is deprived, suspended, debarred, expelled, or whose membership has been terminated by The Canadian Kennel Club's Discipline Committee, or if any similar action has been taken by any other recognized registering body. Once the individual is replaced, accreditation will be renewed.
5. An accredited club that has maintained continuous association with The Canadian Kennel Club for one hundred (100) years will be given Life membership and will not have to pay any dues for accreditation. In honour of this achievement, a commemorative plaque will be presented to the club at the beginning of the year following the year in which it achieves Life membership status.
6. A club which does not pay its renewal fee by the deadline will be subject to an administrative fee. Upon payment of the renewal and administrative fee, an event may be held. Should the event be held without the payment of the fee, results will not be processed and an insertion will be made in the Official Publication and/or electronic posting, stating that the club is not in good standing with The Canadian Kennel Club and results will not be processed until the status of the club is changed.
7. If a club receives official accreditation after September 30 in any given year, the effective date of accreditation will be January 1 of the coming year. The club accreditation fee will be applied at that time.
8. New Officers and Directors must be filed with The Canadian Kennel Club within thirty (30) days of an election, or filling of a vacancy. Standard forms are available for this purpose from Head Office.



## **H. Constitution and By-laws**

All clubs accredited or seeking accreditation from The Canadian Kennel Club must be governed by a constitution and by-laws providing for the orderly and democratic conduct of the club's business. A club may seek the assistance of The Canadian Kennel Club in developing a constitution and by-laws that meet these objectives and Head Office staff shall make every effort to provide that assistance when so requested.

The following requirements must be included in a club's constitution and by-laws:

1. Name and Objects
  - a) A clause stating the name of the club and its area of operation.
  - b) A clause indicating the objects and aims of the club.

The following requirements should be included in a club's constitution and by-laws where appropriate:

2. Membership
  - a) Membership year
  - b) Eligibility
  - c) Types of memberships
  - d) Application for membership
  - e) Approval of membership
  - f) Termination of membership
  - g) Voting privileges
3. General Meetings
  - a) Annual General Meetings
  - b) Special General Meetings
  - c) Board Meetings
4. Board of Directors
  - a) The Board of Directors may be made up of officers of the club (President, Vice-President, Secretary and Treasurer or combined Secretary/Treasurer) plus regional directors. Please note that regional, provincial and national clubs must have directors as stated in this policy.
  - b) Duties and responsibilities of officers of the club.
  - c) Filling of vacancies.
  - d) Term of office for officers and directors.
  - e) Directors to reside in the area they represent.

5. Finances
  - a) Identification of officers who have signing authority
6. Club Year, Voting, Nominations, Elections
  - a) Club Year - fiscal year
  - b) Voting requirements
  - c) Conduct of elections
  - d) Nomination process
7. Committees
  - a) Appointment of committees
  - b) Termination of committees
8. Discipline
  - a) Causes of suspension or termination of membership.
  - b) Filing of complaints against members and complaint process.
  - c) Hearing of complaints.
  - d) Procedure for expulsion of member.
9. Amendments
  - a) Voting requirement for amendments to constitution and by-laws.
  - b) Process for proposing amendments to constitution and by-laws.
10. Dissolution
  - a) Procedure to be followed for dissolution.
  - b) Disposal of club assets upon dissolution.
11. Rules of Order
  - a) Provision should identify applicable rules of order.



## CLUB POLICY

### APPENDIX 1 -- Fee Schedule

All fees are subject to GST payable by Canadian residents and non-residents alike; HST where applicable. These fees are not subject to regular automatic annual increases.

Service	Fees
Initial Club Accreditation ( <i>Jr. Kennel Club exempted</i> )	\$300.00
Annual Renewal of Club Accreditation	
• All-Breed Clubs	150.00
• Non-Event Clubs	
All-Breed	150.00
All Other Clubs	75.00
• Obedience Clubs	75.00
• Specialty Clubs	75.00
• Trial/Test Clubs	75.00
• Rescue Clubs	45.00
• Miscellaneous Breed Clubs	45.00
• Miscellaneous Listed Breed Clubs	45.00
• Junior Kennel Clubs	25.00
Late Annual Renewal of Club Accreditation ( <i>In addition to Annual Renewal Fees</i> )	
• All-Breed Clubs	200.00
• Non-Event Clubs	
All-Breed	200.00
All Other Clubs	50.00
• Obedience Clubs	100.00
• Specialty Clubs	50.00
• Trial/Test Clubs	50.00
• Rescue Clubs	20.00
• Miscellaneous Listed Breed Clubs	50.00
• Junior Kennel Clubs	20.00
• Miscellaneous Breed Clubs	50.00
Reinstatement of Club Accreditation	200.00

