

BORZOI CANADA  
CONSTITUTION AND BY-LAWS

ARTICLE ONE:

The Association shall be known as and called Borzoi Canada, hereinafter referred to as the Association. Area of operation for the Association shall be the provinces and territories that constitute the country of Canada.

ARTICLE TWO: OBJECTIVES:

The objectives of the Association shall be:

- a. The preservation and protection of the Borzoi breed.
- b. To further and promote the best interests of Borzoi and the owners, breeders and exhibitors of purebred Borzoi.
- c. To hold a National Championship Specialty Show each year, alternating years in the East and West. Regional Specialties may be held one per province per year.
- d. To hold other Canadian Kennel Club approved events whenever possible.
- e. To keep the membership informed via the Association newsletter and the Association website, of Association activities and any items of particular interest to the Borzoi community.

ARTICLE THREE: MEMBERSHIP:

1. ELIGIBILITY: No person shall be eligible for, or continue to enjoy membership in this Association, who:

- a. is under suspension or expulsion by the Canadian Kennel Club.
- b. is actively engaged in the breeding, or selling of dogs which are not purebred.
- c. is convicted of cruelty to animals under the laws of Canada or the Provinces.
- d. is indebted to the Association in any way for a longer period than two months, unless satisfactory arrangements have been made for payment of same.

2. BY-LAWS: Each member of this Association is obliged to uphold the By-laws of this Association and the By-laws of the Canadian Kennel Club.

3. APPLICATION FOR MEMBERSHIP: Each applicant for membership shall apply on the appropriate membership form as approved by the Executive members of the Association. This form shall state that the applicant agrees to abide by the Constitution, the Code of Ethics, the By-Laws of the Association and by the rules of the Canadian Kennel Club. The dues for the current year must accompany the application.

4. MEMBERSHIP CLASSIFICATION: There are four classifications of membership and these are:

a. Associate: New applicants, upon approval, shall have Associate membership status for a period of one year. They will receive the Association newsletter but will not have the right to vote on issues brought before the general membership, nor to hold office.

b. Regular: Regular member status allows the member the right to vote on issues brought before the general membership, to hold office, and to receive the Association newsletter.

c. Household: Open to two Regular Membership persons living in the same residence. Each listed member of a household membership is entitled to one vote, but each household will receive only one copy per issue of the Association newsletter.

d. Honorary Life Member: The title of Honorary Life Member shall automatically be conferred upon each person who has been a member for a period of twenty-five consecutive years or for thirty-five years, not necessarily consecutive. An honorary life member enjoys regular membership privileges including voting privileges, holding office, and receiving the Association newsletter but does not have to pay the annual membership dues.

5. MEMBERSHIP YEAR: The membership year of the association shall be the calendar year. Dues shall be payable by January 1<sup>st</sup> and must be paid by February 15<sup>th</sup>. Dues received after February 15 from Regular Members are subject to an additional late fee. Any new membership fees paid after September 30<sup>th</sup> shall be deemed to apply to the following calendar year as well as the current one. Renewing members are not eligible for this privilege.

6. DUES: Dues may be changed as needed by majority vote at an Annual General Meeting.

7. APPROVAL OF MEMBERSHIP: Upon receipt by the Secretary of a completed Associate or a lapsed regular membership application, accompanied by the current dues and a signed copy of the Code of Ethics, the applicant's name and province will be published in the next issue of the Association newsletter. The membership will be invited to submit any comments pertinent to the application, in writing to the Secretary, within 30 days of publication. Any comments against approving the applicant(s) for membership shall be forwarded to the Executive Committee for consideration. A majority vote by the Executive Committee, either at a meeting, or by mail or email shall determine if the application is approved for membership. If the application is voted down by the Executive Committee, the applicant can present his/her application at the next AGM either in writing or in person. Borzoi Canada members may admit the applicant if ninety percent of the voting members present are in favour. If no comments are submitted to the Secretary, the applicant will be approved for Associate membership for a period of one year and will be notified in writing. Reinstated Regular membership will also be notified of reinstatement.

8. TERMINATION OF MEMBERSHIP: Membership may be terminated by:

- a) Resignation: Any member who wishes to resign may do so by providing written notice to the Secretary. Any member who shall cease to belong to the Association, either by resignation or otherwise, shall have no claim upon, or be entitled to participate in, any effects or property belonging to the Association, nor to have any part of their membership reimbursed.
- b) Lapsed Dues: Memberships will be considered lapsed and automatically terminated if *they have not been renewed by March 1*. In no case may a person whose dues are unpaid as of the date of any meeting be entitled to vote at that meeting. Members may be reinstated if they so desire.
- c) Expulsion: A membership may be terminated by expulsion as provided in Article Ten of these By-laws.

9. REINSTATEMENT: If an individual, whose membership was terminated either by resignation, or lapsed dues, wishes to be reinstated, they must re-apply and will be subject to the conditions of an Associate Membership/Regular Membership Application, whichever status was held at the time of termination. Current dues must accompany the application. Such dues shall be refunded if the re-application for membership is denied. An expelled member may not re-apply for membership.

#### ARTICLE FOUR: OFFICERS OF THE ASSOCIATION:

General: The Executive Committee shall consist of: President, 2- Vice-Presidents (1-East and 1-West), Secretary, Treasurer (or Secretary-Treasurer) and Regional Directors. National Clubs must have regional directors appointed or elected to represent a minimum of four (4) of the six (6) regions across Canada; the six (6) regions being: British Columbia; the Prairie Provinces (Alberta, Saskatchewan, Manitoba); Ontario; Québec; Atlantic Region (New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island); the Yukon, Northwest Territories and Nunavut. No more than three (3) directors may be elected from any one region and there must be a minimum of 4 directors covering the following 3 regions, one in the province of Ontario, one east of the province of Ontario and one west of the province of Ontario. Directors must reside in the region they represent and are elected by those members residing in that region. If for any reason any member of the Executive Committee fails to fulfill their duties as outlined by the Constitution and By-Laws, that person may be removed from office by either a Special or a General Meeting of the Association.

Term of Office: Ideally, no person shall hold the same Executive Committee position for more than two consecutive two-year terms. However, should an alternate person not be found for the position and the Association is to continue to exist, this rule may be waived.

Vacancies: Any other vacancy occurring on the Executive or Board of Directors (other than that of the President), can be filled until the end of the respective term by a majority vote of the Executive members at an Executive Meeting.

## 1. PRESIDENT:

a. Term: Two years.

b. Duties: The President shall be the Chief Executive Officer of the Association and shall have the general powers of supervision and management usually vested in the office of President of similar organizations. The President shall be the second required signature on all cheques issued on the Association's accounts. They shall be an ex-officio member of all committees and chairman of all meetings of the Executive Committee and of the members. The President may cast a vote only in the event of a tie. The past President will be an ex-officio member of the Executive Committee acting in an advisory capacity only.

## 2. VICE-PRESIDENT (East/West):

a. Term: Two years.

b. Definition: The Manitoba/Ontario border shall act as the demarcation between Vice-President (East) and Vice-President (West). The Vice-President (East) shall serve those members east of the aforementioned border and the Vice-President (West) shall serve those members west of the border and the Yukon, North West Territories and Nunavut.

c. Duties: If the President is absent, or unable to act, their duties and powers may be exercised by the Vice-President of the appropriate region. Should the President be unable to complete the term of office, a meeting of the Executive Committee will be held to determine who will fulfill the duties of President for the remainder of the term. The President may, at their discretion, assign certain specified Presidential duties to the Vice-presidents.

## 3. SECRETARY:

a. Term: Two years.

b. Duties: The Secretary shall keep records of all meetings of the Association, produce minutes and forward to members, keep a roster of the members of the Association, accept membership applications and carry out such other duties as are presented in the By-laws. The Secretary shall attend all meetings when possible, and record accurate minutes of the proceedings of such meetings. Should the Secretary be unable to attend a meeting, a representative will be appointed at the meeting to fulfill the Secretarial duties. The Secretary shall retain and file all copies of correspondence received and sent, pertaining to the affairs of the Association and keep a record of all business transacted at General, Special or Executive Committee Meetings. These records shall be available at any meeting for inspection whenever a member provides written request for such; the request must be received by the Secretary not less than one week prior to

the scheduled meeting date. The Secretary shall notify all members of all meetings of the Association at least 14 days prior to the date of such. For the Annual General Meeting, notice must be sent 30 days prior to the meeting. A current financial statement should be provided by the Treasurer and included as an agenda item for the Annual General Meeting. The Secretary shall ensure that the minutes of all General and Special Meetings, as well as newly elected executive are printed in the next issue of the Association newsletter, as well as notifying the membership by email to ensure that the information is relayed in a timely manner. The Secretary shall make all filings with the Canadian Kennel Club. The Secretary shall carry out any and all correspondence required by the Association.

#### 4. TREASURER:

a. Term: Two years.

b. Duties: The Treasurer shall be responsible for the funds of the Association which will at all time be subject to inspection by any member. The Treasurer shall be the official purchasing officer for the Association. The Treasurer shall collect and receive all funds of the Association, maintaining a copy of all receipts, deposit all monies in a bank account, satisfactory to the Executive, in the name of the Association. The Treasurer shall seek approval for any expenditure, from the President, should they not be available, either Vice-President may approve the expense. Cheques and withdrawals shall only be made on the signature of the two Executive members, the President and the Treasurer. Should the Treasurer require a float for the purpose of small administrative expenses, a float of \$200 will be provided. An accurate record of these expenditures will be kept and presented to the Executive for review prior to releasing an additional float. The Treasurer shall provide a simple financial statement for each and every event that the Association sponsors. The Treasurer shall submit a current financial statement to the Secretary for the Annual General Meeting. The Treasurer shall submit a current financial statement to all members in the first issue of the Newsletter in the New Year. The Treasurer shall submit annually the Association's books and accounts for inspection and audit by an independent Auditor, the Auditor's report shall be published in the next Association's newsletter once it is available.

5. COMBINING SECRETARY AND TREASURER: If at any time it is deemed necessary, by the membership or the Executive Committee, the offices of Secretary and Treasurer may be combined to form one office, Secretary-Treasurer, for that two year term. The duties of both offices shall then apply to the one new office.

#### 6. REGIONAL DIRECTORS:

a. Term: Two years.

b. Duties: They shall be members of the Executive Committee of the Association and shall transact the business of the Association, as provided for in the By-laws, always bearing in mind the objects and welfare of the Association, its members and the community and forgetting petty grievances. Each Regional Director shall provide a regular report to the Newsletter.

c. The number of Regional Directors shall be determined each year at the Annual General Meeting, ideally having one Director for each province. There must be a minimum of four Directors. Decisions shall be based on the number of members in each province. Where membership does not warrant one Director per province, regional directors may be appointed or elected to represent a minimum of four (4) of the six (6) regions across Canada; the six regions being: British Columbia; the Prairie Provinces (Alberta, Saskatchewan, Manitoba); Ontario; Québec; Atlantic Region (New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island) and the Yukon, Northwest Territories and Nunavut, provided that there is one director in the province of Ontario, one east of Ontario and one west of Ontario. Since only one Specialty Show can be held per province, per year, it is not necessary to have more than one Director per province, however each Director is free to appoint an Assistant in some area of his/her province if he deems it necessary. The Regional Director shall conduct Regional Meetings when necessary and report to the Executive Committee.

#### 7. NEWSLETTER EDITOR:

a. Term: This is a voluntary position and has no specified length of term.

b. Duties: The Newsletter Editor shall be responsible for the publication of the Newsletter in a timely fashion. The Editor shall agree to abide by the Editorial Guidelines as set by the Executive.

#### ARTICLE FIVE: MEETINGS:

1. Annual General Meeting: The Annual General Meeting of the membership shall be held at a date to coincide with a major show event or be conducted by email or telephone conference call, at a place and time determined by the Executive Committee. Those who are not able to participate, are encouraged to submit their comments or concerns in writing a week in advance of the scheduled meeting date.

2. Regional Meetings: Regional Meetings shall be called at the discretion of the Regional Director.

3. General Meetings: The Executive Committee may, at its discretion, by notice, specifying the objectives of the meeting, call a General Meeting of the Association at any time, when such a General Meeting is requested to be called by at least 20 percent of the members of the Association. No business other than the specified objects may be transacted.

4. Special Meetings: The Executive Committee may, at its discretion, by notice, specifying the objectives of the meeting, call a Special Meeting of the Association at any time when such a Special Meeting is requested to be called by at least 20 percent of the members of the Association. No business other than the specified objects may be transacted.

5. Executive Committee Meetings: Business of the Executive Committee will be conducted by email, appropriate internet platforms, telephone conference call or regular mail as determined by the make-up of the Committee. If the need arises, a meeting of the Committee may be called by the President at a time and place determined to be most convenient for a majority of the members.

6. Notices: Notices for all meetings to be given at least 14 days prior to date of the meeting, specifying date, time and place and a detailed agenda. Annual General Meetings are to have 30 days prior notification.

7. Quorum: A quorum for all General and Special Meetings shall be: Seven (7) members (in total), three (3) executive members and four (4) regular members must be present to achieve a quorum; for Executive Committee Meetings, 4 members.

8. Voting: At all meetings, a majority vote of members shall prevail except those motions to Suspend the Rules, Create Special Orders, or Objection to Consideration which shall require a two thirds majority to prevail. Voting by proxy is not permitted at any meeting of the Association.

9. Participation in Decision Making: To facilitate greater participation in decision-making, the President may, at their discretion and in consultation with the Executive Committee, direct the Secretary to circulate any motion to all members who were not in attendance at the meeting, and delay final passing of such motion until all mailed or emailed votes are received. Mailed votes must be postmarked no later than the final deadline noted on the motions or ballots; such deadline to be no longer than four weeks after the mailing or emailing of the motions or ballots.

10. Mailed votes: Mailed votes postmarked after the stated deadline shall be considered void. The results of such voting shall be circulated to the membership as a whole by mail or email separately or in the newsletter, whichever is quicker.

11. Mail Strike: In the event of a mail strike, the deadline for the receipt of write in votes may be extended by the length of the strike.

12. Voting: The Association's business can be voted on by ballot, email or online voting software (such as survey monkey). An email will be sent to the membership indicating that a vote is required and which format is being used and the deadline, no longer than four (4) weeks after the motion requiring a vote.

#### ARTICLE SIX: ORDER OF BUSINESS

1. The Procedures by which all meetings of the Association shall be governed will be the Parliamentary Procedure commonly known as "Robert's Rules of Order".

2. At all meetings of the Association, the order of business, so far as the character and nature of the meeting permits, shall be as follows:

Roll Call  
Minutes of the last meeting  
Executive Committee reports  
Standing Committee reports  
Special Committee reports  
Correspondence  
Unfinished business  
New business  
Adjournment

#### ARTICLE SEVEN: AUDIT

An independent auditor shall be appointed at the Annual General Meeting. The auditor shall report and make recommendations of the annual audit. The Executive Committee shall instruct the auditor that they are to conduct such audit in conformance with generally accepted accounting procedures and standards. The Auditor will have the authority to ask questions and demand answers from any of the members or Executive Committee who may be concerned. They may request the surrender of any proof or books that may assist them in the fulfillment of their duties.

#### ARTICLE EIGHT: ELECTIONS:

1. Only those persons who are regular members for the subject calendar year may be nominated and stand for office, or vote in the annual election of officers. Only Regular Members may nominate another member.
2. The Borzoi Canada Secretary will distribute an email notice asking for Nominations for the Executive and Director positions eligible for re-election for the next term on September 1 for each election year. Those individuals who do not have access to email will receive a mailed notice. The deadline for receiving nominations will be clearly stated and there will also be a final reminder issued prior to the closing date.

\*\*The incumbent will also be asked if they would like to run again for their position, and if no nominations are received, they would retain the position by acclamation.\*\*

3. Following the close of nominations, an electronic ballot or online survey software will be distributed to the membership or a ballot and a blank envelope will be mailed to those individuals who do not have access to email or internet access. The ballot will clearly indicate the deadline for receiving the returned ballots. The member will mark the ballot, and return it to the Borzoi Canada Secretary, who will hold these ballots until all ballots have been received or the deadline for receiving ballots has passed as provided by Article Five Section 9.



4. Any other vacancy, besides that of the President, occurring on the Executive or Board of Directors shall be filled until the end of the respective term by a majority vote of the Executive members at an Executive meeting.

5. Immediately after the deadline has passed for receiving votes, the Borzoi Canada Secretary will tabulate the votes and report the results of the election to the Executive. The Secretary will then notify the membership of the newly elected Executive through group email and mail for those without internet access and post results in the next Association newsletter.

6. Ballots will be retained by the Secretary for six (6) months after the vote deadline after which they will be destroyed.

\*\*\* \*in the event that the Secretary position is also a position up for re-election, the Borzoi Canada Executive will appoint an individual to receive the ballots instead, tabulate them and report the results to the Executive\*\*\*,

#### ARTICLE NINE: COMMITTEES:

1. The Executive Committee may appoint special committees to further the work of the Association in such matters as shows, trophies, annual awards, membership and other fields. Such committees shall be subject to the final authority of the Executive Committee and the President shall be ex-officio member of all committees so appointed.

2. All committees are open to any interested member. A committee chairman has the right to add to their committee as needed.

3. A special committee will cease to operate once the purpose of that committee has been achieved. The Executive Committee will terminate a committee and if a bank account was set up by the special committees a complete accounting must be provide to the Executive Committee and any remain funds transferred to the Association's general account.

#### ARTICLE TEN: DISCIPLINE

##### 1. Canadian Kennel Club Suspension

Any member who is suspended from the privileges of the Canadian Kennel Club shall be suspended automatically from the privileges of this Association for a like period.

##### 2. Charges

Any member may prefer charges against a member for just causes or for alleged misconduct prejudicial to the best interests of the Association, or the Borzoi breed.

In this context, just cause would normally include, but not be limited to:

- (a) Ineligibility to join the Canadian Kennel Club, or
- (b) Conviction of charges brought about by the Society for Prevention of Cruelty to Animals or similar organization, or
- (c) Expulsion by any other canine related club, or
- (d) Any conduct that brings the Association into public disrepute or violates the purposes for which this Association was formed, or
- (e) Any willful failure or refusal to abide by the Constitution, Bylaws, or Code of Ethics of this Association.

Written charges with specifications must be filed with the Secretary together with a deposit of Twenty-five Dollars (\$25.00) which shall be forfeited if such charges are not sustained. The Secretary shall promptly notify the Executive Committee, which shall first consider whether the actions alleged in the charges, if proved, might constitute conduct prejudicial to the best interest of the Association or the Breed. If the Executive Committee feels that the charges do not allege conduct which would be prejudicial to the Association or the Breed, it may refuse to entertain jurisdiction. If the Executive Committee entertains jurisdiction of the charges, it shall fix a date of a hearing of the Executive committee not less than three (3) weeks and not more than six (6) weeks thereafter.

The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and assurance that the defendant may personally appear in their own defense and bring witnesses if they wish.

### 3. Executive Committee Hearing

Both complainant and defendant shall be treated uniformly. Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and defendant the Executive Committee may, by a two-thirds (2/3) majority vote of those present, suspend the defendant from all privileges of the Association for not more than one (1) year from the date of the hearing. Furthermore, if the Executive Committee deems that punishment is insufficient, it may recommend to the membership that the penalty be expulsion. In such a case, the suspension shall not restrict the defendant's right to appear before their fellow members at the ensuing Association Meeting which considers the Executive Committee's recommendation. Immediately after the Executive Committee has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary shall then notify each of the parties of the Executive Committee's decision, and the penalty, if any.

### 4. Expulsion

Expulsion of a member from the Association may be accomplished only at a meeting of the Association following an Executive Committee hearing and upon the Executive Committee's recommendations as provided in Section three (3) of this Article. Such proceedings may occur at a regular or special meeting of the Association to be held within sixty (60) days but not earlier than thirty (30) days after the date of the Executive Committee's recommendation of expulsion. The defendant shall have the right to appear and speak in their own behalf, though no evidence shall be taken. The members shall then vote, by secret ballot, on the proposed expulsion. A two-thirds (2/3) majority vote of those present at the meeting shall be necessary for expulsion. If expulsion is not voted then the Executive Committee's suspension shall stand.

#### 5. Lesser Penalties:

Should the Executive Committee determine that there are mitigating circumstances to the charges brought against the defendant, or that the defendant's conduct was not so prejudicial to the best interests of the Association or the Breed that suspension or expulsion is warranted, it may, at its discretion, designate a lesser penalty. Should the Executive Committee, by majority vote of those present, determine that a lesser penalty is justified, they may choose one of several lesser penalties. These may include a letter of reprimand, or letter of disapproval by the Executive Committee for the failure of the defendant to maintain conduct of a high level befitting a member of the Association. Such penalty is to be determined on a case-by-case basis. A written reprimand directed exclusively to the member may be somewhat detailed but an official (published) reprimand should only indicate that subsequent to an Executive Committee hearing "... member (X) was officially reprimanded as a result of charges filed by member (Y)". Immediately after the Executive Committee has determined the appropriate lesser penalty, its decision shall be put in written form and filed with the Secretary, and the President shall direct the penalty be carried out. The Secretary shall notify each of the parties of the decision and penalty.

#### 6. Notifications:

Upon the completion of any disciplinary actions leading to either suspension or expulsion from the Association, the Secretary shall notify the Canadian Kennel Club of the outcome of such actions and the duration of the discipline if appropriate.

### ARTICLE ELEVEN: AMENDMENTS:

1. Amendments to this Constitution or the By-laws of this Association may be proposed at the Annual General Meeting by any two members. An amendment will be approved by a two-thirds (2/3) majority of eligible members. Voting must be by mail-in ballot, email or online survey software and voting by proxy is not permitted.

2. Amendments to the Borzoi Breed Standard must have a two-thirds (2/3) affirmative vote of those votes cast by eligible members. Amendments may be proposed by the Board or petitioned from the members.

#### ARTICLE TWELVE: DISSOLUTION:

1. Borzoi Canada cannot be dissolved except by unanimous decision of all members at a duly constituted General Meeting. Written documentation of the decision must be provided to the Canadian Kennel Club signed by at least two-thirds (2/3) of the members who are in favor of this decision; proxies are not permitted.

2. In the event of the dissolution of the Association, other than for the purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Association, or any proceeds thereof, nor any assets of the Association shall be distributed to any members of the Association.

3. In the event of dissolution as per 1. Herein above, after payment of the debts of the Association, all remaining fund and assets are to be donated to a recognized veterinary college.

Revised December 1985

Revised November 1998

Revised November 2003

Revised July 2004

Revised September 2004

Revised March 2018