



## Labrador Owners Club (LOC) Constitution 2023

The Labrador Owners Club (LOC) Constitution was originally drafted in 1966 and has been revised several times over the years. This latest version takes effect August 1<sup>st</sup>, 2023, following approval by the CKC, as per the Constitution.

### **Name:**

The name of the Club shall be “The Labrador Owners Club”

### **Objectives:**

The Objectives of the Club are:

- To be dedicated to the improvement and promotion of the breed.
- To urge breeders and members to accept the standard of the breed as approved by the Canadian Kennel Club as the only standard of excellence by which the Labrador Retriever shall be judged.
- To encourage training of Labrador Retrievers in all aspects of the breed and provide training opportunities as appropriate.
- To ensure members abide by the Code of Ethics

### **Area of Operation:**

The area of operation of the club shall be:

- For Memberships, Breeder referral services, Puppy referral services and Club referrals we operate across Canada.
- For CKC licensed events, we try to limit ourselves to the portion of Ontario that lies between the western provincial boundary and the eastern provincial boundary, south of a line drawn from the area of Pembroke in the east through Parry Sound to the western provincial boundary.

### **Amendments to the Constitution:**

An amendment to the Constitution, Bylaws, and /or Code of Ethics may be moved by any eligible voting member in good standing (Family, Active or Life Member). Each proposed amendment must be submitted in writing to the Secretary. The proposed amendment must be seconded by a member in good standing and state the reason for the proposed amendment. Submissions must be received no later than March 1<sup>st</sup> each year. The Secretary will compile the proposed amendment (s) and forward them to the Executive.

On an annual basis (1year basis), the Executive will review the proposal(s) and submit a report to the membership with recommendation(s) to accept or reject each proposal along with an explanation for the Executive's decision. The decision to recommend acceptance or rejection will be decided by a 2/3 majority of the Executive members voting.

The proposed amendment(s) and recommendation(s) of the Executive will be posted on all current Club communications vehicles, to ensure every opportunity for each member to review and participate in making Constitutional amendments. These postings are to occur no later than April 10 of the year in which the amendments are to be voted on. Each eligible member is to receive a ballot for voting no later than April 30<sup>th</sup> of the year of voting. Ballots are to be completed and returned to the Secretary no later than May 31 of the voting year. Each amendment will require a 2/3 majority of the ballots cast to pass. Results will be shared with the membership.

The revised Constitution will be submitted to the CKC for approval no later than June 30 of the voting year and will take effect August 1<sup>st</sup> of the voting year.

## **Bylaws**

### **Bylaw 1 – Code of Ethics**

The good name and reputation of this Club depends upon every member taking personal responsibility for maintaining our Code of Ethics. Members must agree to abide by the Code of Ethics. Please refer to the Code of Ethics document found on the Labrador Owners Club communications platforms for details.

### **Bylaw 2 – Club Year**

The Club year shall be:

- Membership: January 1st -December 31st.
- Executive: immediately following the election of Officers at the Annual General Meeting to the election of Officers at the next Annual General Meeting
- Fiscal: November 1st -October 31st.
- Trophies: November 1st -October 31st.

### **Bylaw 3 – Membership**

Membership will be open to owners of purebred registered Labradors and members of the owners' immediate families.

Associate membership will be open to those persons currently not owning a Labrador Retriever but interested in supporting Labrador Retrievers, the Labrador Owners Club and the Constitution, Bylaws and Code of Ethics of the Club.

The LOC Executive will review and either accept or reject applications. Applicants for membership must agree, by signature on the application form, to abide by the Club's Constitution, Bylaws and Code of Ethics.

Any individual rejected for membership must be provided with a written explanation.

A membership will be considered as lapsed and automatically terminated if such members' dues remain unpaid after March 1<sup>st</sup> of each year. In no case may a person whose dues are not paid by March 1st be eligible for trophies or other Membership benefits.

New members joining prior to March 1st are eligible for trophies; however, trophy qualifications earned by new members prior to joining the club will not be eligible in the calculation of points for any of the current year's trophies.

**Member in Good Standing:**

"Member in Good Standing" is a status assigned to someone who is current in organizational dues, payments and filing of required periodic reports.

**Membership Classifications:**

**Family:** Joint Membership, 2 adults, includes all privileges /benefits as outlined by the Club. Children of the immediate family under 18 years are included in this category – 2 votes

**Active:** Single membership includes all privileges/benefits as outlined by the Club – 1 vote

**Associate:** Open to those persons currently not owning a Labrador Retriever but interested in supporting Labrador Retrievers, the Labrador Owners Club and the Constitution, Bylaws and Code of Ethics of the Club –Non-voting

**Student:** Available to persons under 18 years of age who have a valid Student ID and who meet membership requirement of 5 volunteer hours annually – non-voting

**Life & Honorary:** Membership in these two categories is awarded by the Executive to any member/person meeting the criteria for Life or Honorary Membership as established by the Executive – 1 vote

**Charges, Appeals, and Discipline:**

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

Expulsion or suspension of a member from the Club for other than CKC suspension may be accomplished only at an Executive meeting upon the recommendation of the Executive. Expulsion or suspension of a member may occur when their behaviour is prejudicial to the best interests of the Club, or the breed as outlined in the Code of Ethics and/or Constitution and Bylaws. Such proceedings may occur at a regular Executive meeting of the Club to be held within 60 days, but not earlier than 30 days after the date of the Executive's recommendation of expulsion or suspension. The member(s) will be notified in writing as to the nature of the charges and pending action by the Executive. The letter will be sent by registered or priority mail.

The member(s) shall have the privilege of appearing on his/her own behalf. The President shall read the charges and the Executive's findings and recommendations and shall invite the member, if present, to speak in his/her own behalf. If the member(s) is unable to attend they

may submit a written presentation to the Club Secretary to read at the Executive meeting on their behalf. The meeting shall then vote by secret written ballot on the proposed expulsion or suspension. A two- third (2/3) vote of those present and voting at the meeting shall be necessary for expulsion or suspension.

**Appeals:**

A member who disagrees with the decision of the Executive may appeal the decision to the LOC membership. The notice of intent to appeal will be submitted to the Secretary in writing no later than 30 days after the member has received the notice of discipline. The notice of intent will outline the reasons that the member feels the decision should be overturned by the membership. The appeal, a report from the Executive and a ballot will be sent by email and/or regular mail to the membership. Members will be asked to vote within 30 days of the date of mailing. A simple majority of votes received by the secretary will decide on the disposition of the appeal.

**Contractual Issues:**

The Bylaws of the LOC will not be used to settle contractual issues between breeders and their clients.

**Bylaw 4 – Fees**

Changes in membership fees shall be decided by the Executive and the membership shall be notified at least thirty (30) days prior to the Annual General Meeting.

The LOC maintains a Breeder’s Directory on the website. Listings are available to members in good standing. A membership will be considered as lapsed and automatically terminated if members’ dues remain unpaid after March 1<sup>st</sup> of each year.

The annual Breeders Listing fee will also be established by the Executive. The Breeders Listing will be included in the Breeder’s Directory and any other list maintained for breeder referrals.

Members, who are expelled, suspended or without a current membership will be removed from all listings and directories.

**Bylaw 5 – Executive**

The number of the Executive, as elected at the Annual General Meeting shall not be more than twelve (12) unless designated positions are added or deleted by approval of the Board and composed in the following manner:

**Officers:**

- President
- Past President
- Vice President/Membership
- Treasurer
- Secretary
- Communications Coordinator

Every member of the Club is entitled to nominate any paid-up Family, Active, or Life member that he/she feels is qualified to fill an Officer position on the Executive on forms provided. Written consent must be obtained from the person being nominated.

Officers are to be elected by secret ballot by the voting members. The ballots are to be tabulated at the deadline for submission of ballots. Results are to be announced at the Annual General Meeting. Newly elected Officers shall then take office as per Bylaw #2.

**Event Chairs:**

- Working Certificate & Hunt Test
- Field Trial
- Obedience & Rally Trial
- Conformation Show
- Tracking Test
- Scent detection

These Event Chairs to be appointed subsequent to the Annual General Meeting by the Officers for a term ending with the next Annual General Meeting.

**Quorum:**

A quorum for Executive Meetings shall be seven (7), composed of Officers and/or Event chairs. An Officer or Event Chair may be removed from the Executive for reason of negligence of his/her duties by an affirmative vote of four (4) of the Officers. The Officers shall have the power to fill any vacancy on the Executive during the year. A person may only hold one Executive position at a time. All Officers and Event chairs will be voting members of the Executive.

Number of Executive	Quorum
11	6
12	7
13	7
14	8
15	8
16	9

**Bylaw 6 – Duties**

**Officers:**

The Officers of the Labrador Owners Club are ultimately responsible for, accountable to, and have authority over, the operation of the club when they are acclaimed or elected by the membership. Each November, every Officer is entrusted with the responsibility, given the authority, and is held accountable to the membership.

It is an integral part of the duties of the Officers to attend Executive Meetings. If an Officer fails to attend sixty percent (60%) of the meetings during his/her year of office, his/her nomination for executive office in the following year shall require approval of 2/3 of the Officers. The membership shall be advised of the decision when the election ballots are distributed.

Every Officer must agree, and demonstrate their commitment, to the following:

- Abide by the regulations of the CKC and promote the legislative requirements of the Club through the hierarchy of documents i.e., LOC Constitution /Bylaws; Code of Ethics; Policies & Procedures; Roles & Responsibilities etc.
- Encourage promotion of the Objectives of the Club:
- Financial management
- Monitor and evaluate the activities of the Club
- Engage with the membership
- Participate in Executive meetings (60%)
- Perform duties incident to their position (see Roles & Responsibilities)
- Seek out opportunities to sustain the Club and bring to the Board for approval
- Encourage participation in Club activities, events, and committees
- Maintain a current CKC membership
- Work with other members of the Board to recruit volunteers and new members to the Club
- Take a Leadership role in providing educational opportunities for the membership and the general public.

#### **Event Chairs:**

The Event Chairs of the Labrador Owners Club are appointed annually by the Officers. They are accountable and responsible to the Officers, and ultimately the membership, for the planning and implementation of one of the major Club events: Conformation Shows, Field Trials, Obedience & Rally Trials, Working Certificate/Hunt Tests, Tracking Tests, Scent Detection Tests.

Every Event Chair must agree, and demonstrate their commitment, to the following:

- Abide by the regulations of the CKC and promote the legislative requirements of the Club through the hierarchy of documents i.e., LOC Constitution /Bylaws; Code of Ethics; Policies & Procedures; Roles & Responsibilities etc.
- Maintain a current CKC membership
- Encourage promotion of the Objectives of the Club
- Ensure financial management of their event, in cooperation with the Treasurer, and with approval of the Board. Event expenditures, within an approved budget, are to be addressed through approved procedures at the event level. All other requests for support, (donations, other club requests, in-kind support) are to be addressed by the LOC Board.
- Ensure copies of all event contracts are given to the Treasurer for review prior to signing
- Engage with the membership
- Perform duties incident to their position (see Roles & Responsibilities)

- Ensure Treasurer, President and Secretary receives copy of Premium List and catalogue for each event
- Funds are to be accepted in Canadian dollars only within the Premium List
- Event Secretaries should not use cash received for events to pay expenses. All cash received should be deposited intact and expenses paid from a separate fund
- Seek out opportunities to sustain the Club and bring to the Board for approval
- Encourage participation in Club activities, events, and committees.
- Establish a committee to work together to accomplish the activity
- Encourage succession planning through committee members
- Ensure all correspondence related to the event/activity is copied to the Secretary and President in all instances
- Minutes and a record of meetings and activities shall be presented to the Secretary monthly
- Obtain pre-approval by the board for membership surveys, questions of the membership, communication with the membership, as part of a Board Communication strategy
- Provide regular reports to the board for approvals and updates in advance of the event and a post event evaluation to the Board following the event
- Take part in the activities of the board
- Attend meetings as required to report on and seek approval for, proposed budget, event planning / activities. Provide a wrap up report including financial update following each event
- Take a Leadership role in providing educational opportunities for the membership and the general public.

### **Bylaw 7 – Meetings**

All meetings of the club are to be conducted in accordance with ROBERTS RULES OF ORDER (RORN) including electronic meetings as defined in RORN 11th edition pg. 97-99, to ensure a deliberative process is maintained. The detailed procedures can be found in the clubs Policies & Procedures document.

#### **Executive:**

The Club Executive shall meet no less than quarterly to transact club business. Dates of such meetings shall be determined by the Executive and posted to the Clubs current communications platforms.

#### **Annual:**

The Annual General Meeting shall be held in November on a date to be determined by the Executive. The order of business for the Annual General Meeting shall be:

- Notice of Meeting
- Roll Call
- Minutes of the last Annual General Meeting
- Business Arising from the Minutes
- Reports: President, Treasurer, Membership, and any others

- Election of Officers
- New Business

In the event of a tie between members running for positions on the board, such members shall be advised of the tie in advance of the meeting and be given an opportunity to present themselves to all members in attendance at the AGM. in person or online. The members present at the AGM will then vote in secret to break the tie. The committee established for the first vote count will be responsible for counting votes for the tie breaker. The person receiving the largest number of votes shall be declared elected.

**Special:**

A Special General Meeting shall be called by the Executive on written request of ten (10) members stating the object of the proposed meeting. No business shall be transacted at the Special General Meeting other than that which is specified in the notice calling the meeting. Such Special General Meeting shall be convened within two (2) months of the Executive meeting at which the request is made.

**Notice:**

Notice of any Annual or Special General Meeting, together with the agenda for the meeting, shall be sent to all members at least fourteen (14) days prior to the meeting.

**Voting and Quorum:**

Only paid up Active, Life and Family members shall vote at any Annual or Special General Meetings. Children under 18 years in a Family membership are not entitled to a vote. A quorum for any such meeting shall be 10 % of the membership, and a vote shall be carried when there is a simple majority; except in changes to the Constitution and Bylaws where a 2/3 majority is required.

**Bylaw 8 – Annual Reports/ Yearbook**

The Club Executive shall prepare an Annual Report / Yearbook containing:

- Up-to-date copy of the Club’s Constitution
- Members list
- Club Achievements
- Honour Roll of members’ dogs and their achievements
- Last Call Backs and members passing’s

The report is to be delivered to the CKC and be made available to the membership annually.

**Bylaw 9 – Dissolution of the Club:**

In the event that the Club membership falls below ten (10), the Club shall be dissolved, and all equipment sold. The proceeds, together with the net bank balance, exclusive of costs, shall be donated to the Ontario Veterinary College, Guelph, to be used towards canine research and care.