



**THE CONSTITUTION OF THE  
BELGIAN SHEPHERD DOG CLUB OF CANADA**

## **1) NAME AND GEOGRAPHICAL DEFINITION**

- a) The name of the National Club is The Belgian Shepherd Dog Club of Canada, also referred to as the BSDCC thereafter referred to as the club.
- b) The Club is a national organization whose boundaries are defined by the geography of Canada.
- c) The Club is divided geographically into regions. Each region of the Club shall be defined as a group of members forming a section residing within a specified geographical area within Canada.
- d) The Sections of the Club will be named in the following word order BSDCC, Geographical name, Section. E.g. BSDCC, Atlantic Section. In areas where there are more than one section, Northern, Southern, Eastern, or Western will precede the geographical name. E.g. BSDCC, Southern Ontario Section.

## **2) OBJECTIVES**

- a) To support, promote and protect the Belgian Shepherd Dog, which is comprised of four varieties, Groenendael, Tervuren, Malinois, and Laekenois.
- b) To support responsible breeding of healthy purebred Belgian Shepherd Dogs
- c) Encourage members and breeders to read and understand the Canadian Kennel Club standard and to utilize it in their breeding efforts.
- d) To assist breeders, owners and the public in furthering their knowledge of the breed through encouraging and facilitating sectional activities. E.g., breed boosters, trade shows, sanction/fun matches, and/or obedience/agility/herding/tracking trials.
- e) To conduct championship shows, obedience/agility/herding/tracking trials, and other events sanctioned by the Canadian Kennel Club.
- f) To publish literature in compliance with the club objectives. The primary publication of the Club is the Newsletter entitled: The Belgian Shepherd Dog Club of Canada Newsletter. Subscriptions to this publication are available to members at no charge, and to non-members at a cost set by the National Executive.

# **GENERAL BY-LAWS OF THE BELGIAN SHEPHERD DOG CLUB OF CANADA**

## **1) NATIONAL AND SECTION EXECUTIVES**

- a) The national Executive will consist of President, Vice-President, Secretary, treasurer, two elected Directors and one Director from each Section who is also that section's President. All executive members must be residents of Canada.
- b) Each Sectional Executive consists of President, Vice-President, Secretary-Treasurer, and two Directors. All officers of the Sectional Executives must reside within the Section's geographical boundaries.
- c) Election of all National and Sectional executives will be held in even calendar years. Officers will hold office from January 1 to December 31 for the term of two years. All officers shall retire at the completion of their term of office but shall remain eligible for re-election. No elected officer shall hold more than three consecutive terms in the same position.
- d) The National and Sectional Executive may appoint by a majority vote a member to fill any executive position vacancy. That person will hold that position until the next election.

## **2) PROCESS FOR ELECTION OF NATIONAL OFFICERS**

- a) Elections are held in the fall. They are conducted by mailed ballot.
  - Nominations are open September 1, and must reach the National Secretary by closure date of October 1.
  - The National Secretary will compile ballots and send to all eligible voting members after October 15 and by October 30 of the election year.
  - Marked ballots will be returned to the national secretary before November 30 of the election year.
  - National ballots shall be opened and counted by two individuals appointed by the National Secretary. They will tally the ballots, record results, sign their report, and forward it to the National Executive.
  - Ballots will be retained by the National Secretary for 6 months and then destroyed. Elected officers commence their terms on January 1 of the following year.

## **3) DUTIES OF NATIONAL OFFICERS**

- a) **President** is responsible for the general management of the Organization

- Ensures all orders and resolutions are carried out
- Chairs the AGM
- Prepares and submits a report to the AGM
- Serves as ex-officio member of each committee of the club
- Represents the membership to the CKC and public

**b) Vice-President** performs whatever duties the National Executive Requires, and in the absence of the President assumes the duties of the President.

**c) Secretary-Treasurer**

**The Secretary**

- Corresponds on all matters pertaining to the Club.
- Keeps copies of all letters sent and file all letters received.
- Takes and keeps minutes of the AGM and Executive meetings.
- In election years the secretary will execute the election process as detailed in section 2-a.
- Sends out notices of dues payable to all members by November 30
- Process new applications and renewals of memberships.
- Maintains the National Club membership list.
- Publishes the National Membership List each year.
- Reports correspondence, expenses as needed to the National Executive.

**The Treasurer**

- Keeps an accurate account of all monies received and paid out by the Club.
- Pays all bills and expenses approved by the National Executive out of Club funds.
- Completes an accurate financial statement each fiscal year end and submits it to the National Executive.
- Prepares a budget for the next year. The proposed budget
- Must appear prior to the AGM, in order that the general Membership examines it.

**d)** At the discretion of the National Membership the positions of Secretary and Treasurer may be combined or separated

**e)** Directors will assist in transacting Club business as required. Directors may be appointed to committees.

**4) PROCESS FOR ELECTION OF SECTION OFFICERS**

**a)** Where the Section Membership exceeds 15 persons, the Election must be carried out by mailed ballot,

- Nominations are open September 1, and must reach the

section secretary by closure date October 1.

- The section secretary will compile ballots and send to all eligible voting members after October 15 and by October 30 of each election year.
- Marked ballots will be returned to the section secretary before November 30 of same year.
- National ballots shall be opened and counted by two individuals appointed by the sectional Secretary. They will tally ballots, record results, and sign their report and forward it to the section Executive.

**b)** Where the Section Membership is less than 15 members, the election process may be carried out during a section meeting.

- The elections may be held by written ballot or show of hands.
- An individual appointed by the Executive will tally the Ballots, record results, and sign and submit to the Section executive their report.
- Ballots will be retained by the Section Secretary for 6 months and then destroyed. Elected officers commence Their terms on January 1 of the following year.
- The results will be recorded in the minutes of the meeting and sent to the National Secretary.

**c)** Any officer or member may resign from a position or office by sending a written notification to the National or Section Secretary.

## **5) DUTIES OF THE REGIONAL OFFICERS**

### **a) The President**

- Assumes responsibility for the general management of the Section and ensures all orders and resolutions are carried out
- Prepares and submits a report for the AGM
- Serves as an ex-officio member of each committee of the Club
- Represents the Section membership to the National Executive and the public.

**b) The Vice President** performs whatever duties the Section Executive requires, and in the absence of the President assumes the duties of the President.

### **c) The Secretary-Treasurer**

### **Secretary**

- Manages all correspondence addressed to the Section
- Corresponds on all matters pertaining to the Section
- Keeps copies of all letters sent and received, in an orderly manner.
- Takes and keeps minutes in all meetings
- In each election year, the secretary is responsible for the election process as detailed in the By-Laws, section 4a, 4b, and 4c.
- Provides application forms to prospective members.
- Maintains a list of the current members within the Section
- In the absence of a newsletter correspondent, will compile a report of Section activities for publication in each newsletter, or a minimum of three publications.

### **Treasurer**

- Manages routine expenditures related to day-to-day operations.
  - Keeps an accurate account of all monies received and paid out by the Section.
  - Receives all moneys due the Section and deposits into the sections official financial institution.
  - Pays all bills and Executive approved expenses incurred by the Section out of Section funds.
  - Completes and accurate financial statement at fiscal year end.
  - Prepares a budget for the next year. The proposed budget must appear prior to the year-end, in order that members may examine it.
- d)** At the discretion of the Section Executive, the positions of Secretary and Treasurer may be combined or separated.
- e)** Directors will assist in transacting Section business as needed. Directors may be appointed to committees.

## **6) MEMBERSHIP**

**a) REGULAR** Any person eighteen years or older, owning or co-owning a Belgian Shepherd Dog registered with the CKC, or with a CKC recognized international registering body. The individual must accept and adopt the objectives of the BSDCC. The individual may not be under suspension by the CKC (or its affiliates) or be denied the privileges of competing in CKC approved events. Regular membership includes: the right to have one vote per member; the right to seek participation at the National and/or Section level in any Club activities; receipt of the National Newsletter.

**b) FAMILY** Any two persons eighteen years or older residing at one address, owning or co-owning a Belgian Shepherd Dog registered with the CKC, or with a CKC recognized international registering body. These individuals must accept and adopt the objectives of the BSDCC. Either individual may not be under suspension by the CKC, or (or its affiliates) or be denied the privileges of competing in CKC approved events. Family

membership includes: the right to have two votes per family; the right to seek to participate at the National and/or Section level in any Club activities; receipt of one copy of the National Newsletter.

**c) JUNIOR** Any person over twelve but under eighteen years of age who owns, or whose family owns a Belgian Shepherd Dog registered with the CKC, or with a CKC recognized international registering body. Junior members shall have all the privileges of the Club, with the exception of voting and committee chairing.

**d) ASSOCIATE** Any person who is ineligible for Membership but desire to work in association with, and whose interests parallel those of the BSDCC. Said members shall enjoy all the privileges except voting, or holding any elected position, Director or Committee Chair.

**e) LIFETIME** Bestowed upon exceptional individuals for outstanding contributions or length of service to the breed. This person is nominated by any member in good standing but is elected by majority vote of the National Executive. Lifetime members are presented at the AGM. Lifetime members will receive the newsletter, shall not be required to pay membership fees, but shall not have voting privileges.

## **7) APPLICATION FOR MEMBERSHIP**

**a)** Individual must complete an application form and forward it with the appropriate fee to the National Secretary of the Club.

- Notice of application will be published in the Club Newsletter. If no objections are received, the application is automatically accepted.
- Any voting member may make an objection to any application by writing to the National Secretary. The objection must be signed by the member and received no later than 30 days after the mailing date of the newsletter (as verified by postmark).
- The National Secretary will notify the applicant by registered mail within 14 days of receipt of the objection. The applicant may respond in writing to the National Secretary with in 30 days of receipt of the notice of objection. The National Secretary will then forward all documents to the National Executive for review.
- A majority Executive vote will make a final decision. The National Executive for purposes of a membership objections review will consist of a quorum.
- If a membership application is rejected, a letter stating the rationale for the decision will be sent to the applicant, accompanied by the return of the original application fee.

### **b) MEMBERSHIP PLEDGE**

"As a member of the BSDCC I will observe at all times and under all circumstances, GOOD SPORTSMANSHIP, COURTESY, AND RESPECT FOR

OTHER PEOPLE. I will accept and uphold the objects of the Club as set out in the constitution."

- The membership pledge will appear on the application form and must be signed by the applicant.
- The member must also sign a statement that states they have read and understood the pledge.
- No membership form will be processed without both parts signed by the applicant.

## **8) FINANCIAL, NATIONAL LEVEL**

- a) The fiscal year of the BSDCC will be from January 1 to December 31 of each year.
- b) Each January the National Executive will set the amount of annual membership dues for all membership categories.
- c) Annual dues, which are pre-paid, must be submitted to the National Secretary-Treasurer by December 31 of the current year for the following year.
- d) All accounts payable are to be paid by cheque signed by two of the following: President, Vice President, and Secretary-Treasurer.
- e) A majority vote of the National Executive is required for an unusual expenditure of funds.
- f) The current serving National Treasurer completes an annual year-end report for December each year.
- g) At each AGM, the Treasurer gives the previous years completed report, and the current year's interim financial report.
- h) The budget for the new fiscal year is drawn up by the National Treasurer and presented to the membership in the Fall Newsletter. The membership may object to and suggest amendments to the budget. This may be sent to the Secretary within 15 working days from the date of mailing, by mail, fax, e-mail, courier, or bus.
- i) The final budget will be published in the winter (NOV) newsletter, and will come into to effect in the New Year.
- j) The National Executive will appoint up to two individuals to audit the books at the end of each fiscal year. The report shall be presented at the AGM, and also published in the newsletter.
- k) Each fiscal year, 30% of the membership fees may be allocated to one or more projects that fall under one of the objectives of the Club.
- l) Upon granting approval of a new Section the National Executive may give a one-time grant equivalent to 30%



of the membership fees from the members of a new Section. The total amount of the grant must not exceed 10% of the National Club's liquid assets.

- m)** The National Executive may as it deems necessary make financial assistance to a Section.
- n)** The National Executive may appoint a committee to oversee fundraising projects for the National Club. Monies from such ventures would go towards the day to day running of the Club or any of its objectives.
- o)** In the event of dissolution of the National Club all funds remaining in the treasury, after payment of all debts and liabilities, shall be donated to an organization for the benefit of dogs, which shall be selected by the Club executive.

## **9) FINANCIAL, REGIONAL LEVEL**

- a)** The fiscal year of the BSDCC will be from January 1 to December 31 of each year
- b)** All accounts payable are to be paid by cheque signed by two of the following: President, Vice President, Secretary-Treasurer.
- c)** A majority vote of the Section Executive is required for an unusual expenditure of funds.
- d)** A general allocation of funds budget will be drawn up by the Section Executive and presented to the membership for approval in the fall
- e)** The Section Executive may appoint up to two individuals to audit the books at the end of each fiscal year deemed necessary.
- f)** At the end of each fiscal year, every Section is required to submit an annual report to the National Secretary. This report will include a financial statement as well as a record of events and individual accomplishments. This report will be published in the newsletter.
- g)** Fundraising efforts may be undertaken by any section, and monies raised utilized for the day-to-day running of the club and any activities that further education of the members.
- h)** In the event of the dissolution of a Section all funds remaining in the treasury, after payment of all debts and liabilities, shall be donated to an organization for the benefit of dogs, which shall be selected by the Section Executive. Monies may also be donated to the National club.
- i)** Any Section may as its' Executive deems necessary make financial assistance to the National Club.

## **10) PROJECTS SUPPORTING BSDCC OBJECTIVES**

- Objectives of the club can be met by the development and implementation of projects. These projects are created to support, enhance, or promote on of the club objectives as stated in the constitution.
- Any member, members, or person involved with the breed may put together a proposal for a project. They must follow the BSDCC guidelines for projects:
- **Stage 1: Letter of Intent** All projects will be written up first as a letter of intent. This letter is a general summary of your idea, the costs anticipated, and a time estimate from beginning to completion. With in the letter would also be the reason for the project, and the benefit it will have to the Breed.
- The letter of Intent is sent to the Projects Committee for review. They will accept, reject, or request further clarification of the content.
- **Stage 2: Project Proposal** Once the letter of intent has been approved, the applicant(s) will develop their project proposal in detail according to the guidelines. The complete proposal will be returned to the committee for Stage 2 approval.
- Project Proposals may be submitted to the committee at any time throughout the year. Only proposals approved by April 1<sup>st</sup> of each year will be presented to the membership.
- Copies of all approved proposals will be mailed out to the membership a minimum of 30 days prior to the AGM. Each approved project will be presented at the AGM, and a vote will be taken to determine the successful projects(s)
- The successful project(s) will receive specified funding from the National Club, provided sufficient funds are in place with the budget to cover the costs of the project. How finances are dispersed will be at the discretion of the National Executive, with consideration to the project particulars.
- The National Executive may withdraw funding should a situation develop demonstration fiscal misuse, or legal irresponsibility.
- All projects are to be completed with the projected timeline, and an accounting of financial expenditures is required. The final report and evaluation of each project will be presented in the newsletter. Projects must be able to measure the success of their project either through a concrete product, or through evaluation and summary.
- An information package on projects is available from the National Secretary of Projects Chair.

## **11) DISCIPLINE**

- Any member who is suspended from the privileges of the Canadian Kennel Club or its' affiliates will be automatically be suspended from the privileges of the BSDCC for a like period of time.
- Members who are indebted to the Club for more than 60 days shall forfeit their membership until the debt is paid.
- Membership will not be renewed if annual dues are not paid by February 28 of the new membership year. A new application for membership must then be submitted.
- Sections that fail to submit an annual report by January 30 of any year will jeopardize their Section status and the Section President will forfeit National Director voting privileges.
- Any person charged and convicted of offenses under the Animal Protection Act will be permanently expelled from the BSDCC.

## **12) MEETINGS**

- a) ANNUAL GENERAL MEETING** The Annual General Meeting shall be held yearly in conjunction with the National Specialty Show. The National Executive will specify the meeting place, date and time. The Secretary must receive items and topics for inclusion at the AGM not later than 60 days prior to the AGM date. The National Executive will draw up the meeting agenda, which will be available in print to members at the AGM and be published if possible, in the newsletter prior to the date of the AGM. AGM meetings may be audio-recorded by the Secretary for the purpose of minutes. The minutes will be published in their entirety in the next issue of the newsletter.
- b) NATIONAL EXECUTIVE MEETINGS** The National Executive will meet a minimum of twice per year. If geographical distances prohibit an actual face to face meeting, Club business may be conducted via conference call, email, fax, or regular mail with appropriate maintained by the National Secretary. At meetings of the Executive, the order of business, unless otherwise directed by the majority vote of those present, shall be as follows:  
 Reading of the minutes of the last meeting  
 Report of the Secretary/Treasurer  
 Reports of Committees  
 Unfinished Business  
 New Business  
 Adjournment
- c) SPECIAL MEETINGS** Special meetings are only to be called if requested in writing by a t least 10 members in good standing, or by the National Executive. AT a Special Meeting, no business outside the original agenda may be discussed. Results from Special Meetings designating time and place of the meeting and the business to be discussed at the meting shall be mailed (conventional

or electronic) to each member at least thirty days before said meeting.

- d) **SECTION GENERAL MEETINGS** Section meetings should be held a minimum of three (3) times a year. If geographical distances preclude face-to-face meetings Section business may be conducted by phone calls, conference calls, fax, email, or regular mail with appropriate minutes maintained by the Section Secretary.
- e) **GENERAL ORDER OF Business** Roberts Rules of Order will apply for organizing and running any meetings. All National and Section meetings, and Regional Executive meetings must be conducted in an orderly fashion in the following order of business:
- Roll Call
  - Minutes of last meeting
  - Report of President
  - Report of Secretary/Treasurer
  - Reports of Committees
  - Election of Officers (at annual meeting)
  - Unfinished business
  - New Business
  - Adjournment
- f) **QUORUM**
- AGM quorum will consist of 3 officers, and 10 members
  - National Executive meetings require a quorum of 3 officers with the exception of a Disciplinary Review.
  - For the purposes of a disciplinary review all decisions must be made by a quorum of five (5) National Executive members.
  - All Section General Meetings require a quorum of 2 officers and 3 members.
- g) **MOTION** raised at any meeting will be decided on by a majority vote, unless special by-law states otherwise. If the vote is tied, a second vote will be called. If the vote remains tied, question will be defeated, and the motion retired.
- h) **PROXY** Under current Canadian Kennel Club rules, Proxy voting is not allowed under any conditions.
- i) **ORDINARY RESOLUTIONS AND AMENDMENTS** Ordinary resolution may pass on a simple majority of votes. If the vote is tied, a second vote will be called. If the vote remains tied, question will be defeated, and the resolution and/or amendment retired.
- By-laws may be enacted or amended by ordinary resolution at any general meeting. Notice to introduce or amend a by law including a draft of the proposed or amended by-law is to be given in writing to all members prior to "Call to Order" at the meeting at which it will be considered.

- j) **SPECIAL RESOLUTION** must be identified as such in the notice of the meeting at which it will be considered, or in a special mail out to all members. A Special Resolution would require a two-thirds majority of the entire membership to pass. E.g. dissolution of the Club, or change to the constitution.