



# Doberman Pinscher Club of Canada Inc. Constitution & Bylaws

## SECTION 1

### 1. Name

- 1.1 The name of the Club shall be the Doberman Pinscher Club of Canada Inc.
- 1.2 The area of operation shall be all of Canada.

## SECTION 2

### 2. Objects

- 2.1 The objects of the Club shall be:
  - a) To encourage and promote the responsible breeding of purebred Doberman Pinschers and to do all possible to bring their natural qualities to perfection;
  - b) To encourage members and breeders to accept the standard of the breed as approved by the Canadian Kennel Club Inc., as the only standard of excellence by which the Doberman Pinscher shall be judged;
  - c) To do all in its power to protect and advance the interests of the breed by encouraging sportsman-like competition at dog shows and obedience trials;
  - d) To conduct sanctioned and approved events under the rules of The Canadian Kennel Club and to abide by the principles of The Canadian Kennel Club Code of Ethics.
  - e) The Club shall not be conducted or operated for profit.
  - f) The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

## SECTION 3

### 3. Interpretation

- 3.1 The by-laws of the Club shall be binding on all members of the Club.
- 3.2 The interpretation to be placed on the wording of any part of these by-laws shall be deemed to be in accordance with customary usage of everyday speech and writing.

## SECTION 4

### 4. Membership

- 4.1 Membership Year - Membership in the club shall be based on the calendar year.
- 4.2 Eligibility - Open to all persons who are in good standing with the Canadian Kennel Club and who subscribe to the purposes of this club.
- 4.3 Types of Membership - There shall be the following types of membership:
  - a) Regular Member – open to persons who are eighteen years and older.
  - b) Regular Life Member – open to a Regular Member who has been awarded a Life Membership by the Board as a result of extraordinary service to the Club. No more than one Life Membership shall be awarded each year.
  - c) Junior Member - open to persons who are younger than eighteen years of age. Junior Members are not eligible to vote or to serve on the Board of Directors.
  - d) Chapter Club Membership - A local Doberman Pinscher Specialty Club wishing to become a local Chapter Club must have five (5) or more members and must have received recognition from the Canadian Kennel Club to hold Sanctioned events. It shall expressly agree to be governed and by the objects of these by-laws. Further, it shall agree to incur no indebtedness on the part of Doberman Pinscher Club of Canada Inc. A candidate for Chapter Club membership shall file its application with the Chapter Club Secretary together with a copy of its by-laws, a list of its officers, directors, members and addresses. Such application must be accompanied by one year's dues. It must be approved by majority of the Board of Directors.
- 4.4 Dues
  - a) Membership dues shall be payable by the 1<sup>st</sup> day of each year. During the month of November, the Membership Secretary shall notify each member that the dues for the ensuing year are payable.
  - b) Persons having their membership approved in October, November or December are considered to have an effective membership date of January 1, following. In the period between their membership approval and January 1, they may exercise all privileges of members except that of voting.

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- c) Where two Regular Members reside at the same address, annual dues may be offered by the Club at a combined, reduced rate (Household Membership). Only one copy of notices, newsletters and other regular Club materials will be provided to the members' residence, however, both members will be entitled to voting privileges. Household Membership dues will be offered at a reduced rate (as compared to two regular membership dues) with the savings generally reflecting the Club's savings on postage, photocopying and other expenses.
  - d) In order to encourage participation in the Club and the breed, annual dues for Junior Members will be offered at a reduced rate.
- 4.5 Application for membership:
- a) Any person desiring membership in the Club shall submit their application on a form approved the Club, duly sponsored by two Club members in good standing, whenever possible, together with one year's fees to the Membership Secretary.
  - b) Upon receipt of the completed application, the Membership Secretary shall record the application and send a copy to each member of the Board for approval. Board members shall initial or otherwise acknowledge all applications and return them to the Membership Secretary by return mail, fax or email. If an application is not approved by a member of the Board, the reasons for withholding approval shall be attached to the application and returned to the Membership Secretary. Any application rejected shall be discussed at a meeting of the Board of Directors. All applicants shall be notified in writing with the reason for their rejection.
  - c) Notwithstanding the provisions of sub-section (5) (b) of this section, any application rejected by a majority vote of the Board may be re-submitted by the individual, along with evidence that the conditions that caused the rejection have been rectified.
- 4.6 Termination of membership:
- a) By resignation - Any member in good standing may resign from the Club upon written notice to the secretary.
  - b) By lapsing - A membership will be considered as lapsed and terminated automatically if the members dues remain unpaid 90 days after the first day of January in each Year.
  - c) By suspension - Any person who is suspended from the privileges of the Canadian Kennel Club Inc. shall be suspended from this Club for a like period.
  - d) By expulsion. A membership may be terminated by expulsion as provided in Section 11 of these by-laws.
- 4.7 Change of address - It shall be the duty of each member to notify the Club's Corresponding Secretary of any change of address.
- 4.8 Voting Privileges - An individual must be a member for one full year prior to being granted voting privileges. Unpaid membership dues shall constitute denial of voting privileges.

**SECTION 5**

**5. General Meetings**

- 5.1 The Annual General meeting of the Club shall be held in conjunction with the National Specialty at a place, date, and hour designated by the Board of Directors. It shall be the responsibility of the President of the show-giving club to chair this meeting if the DPCC President is not in attendance. If both are present, the President of the DPCC will chair the meeting with the President of the Chapter Club acting as host and co-chairman. Written notice of the annual meeting shall be mailed by the Corresponding Secretary to each member at least 45 days prior to the date of the meeting. The quorum for the annual meeting shall be fifteen members or 20% of the total membership, whichever is the lesser.
- 5.2 Special General Club Meetings
- a) The Board may call a special general meeting of the club at any time by providing such notice to the membership.
  - b) The Board is obligated to call a special general meeting, upon the Corresponding Secretary receiving formal request. Such request must be signed by at least 20% of the members in good standing.
  - c) Such meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meeting shall be mailed by the Corresponding Secretary at least 30 days and not more than 45 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 20% of the members in good standing.
- 5.3 Board Meetings: The first meeting of the Board shall be held in November immediately following the election of the Board. Meetings of the Board may be held at any time and place as determined by the board, provided that 48 hours written notice of such meeting shall be given, other than by mail, to each member of the board. Notice by mail, fax or email shall be sent at least 14 days prior to the meeting.
- a) The quorum for a Board meeting shall be a majority of the Board voting in person or by mail.
  - b) The Board of Directors may conduct its business by mail, electronic means or in person.

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- 5.4 Voting: At the annual meeting or at a special meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting, except for election of Officers and Directors, and amendments to the Constitution and By-laws, and the standard of the breed which shall be decided by written ballot cast by mail. Each Chapter Club in good standing shall be entitled to cast one vote on issues presented at annual or special meetings, or by mail. The vote-of the Chapter Club shall express the opinion of that club, certified by the secretary of that club who may cast the vote. In lieu of the vote being cast by its secretary a Chapter Club may select a Delegate to represent the Chapter Club at meetings of the parent club. This person may cast the vote as certified by the member club's secretary to be that of the club's opinion. The delegate must be an active member in good standing of the club they represent, and a member in good standing of the CKC and the DPCC. Voting on all matters, except where otherwise provided shall be by a show of hands. Any member making a motion may request a vote by secret ballot. No person may cast more than one vote, except those who cast a Chapter Club vote in addition to their own vote as a DPCC member. Voting by proxy shall not be permitted.

**SECTION 6**

**6. Directors and Officers**

- 6.1 The general management of the clubs affairs shall be entrusted to a Board of Directors. The business of the Board may be done through scheduled meetings, email, mail or conference call. It will be the practice of the Board to have its executive members equally divided, as nearly as possible, to represent the East/West regions of Canada.
- 6.2 The Board of Directors shall be comprised of the President, Vice President, Corresponding Secretary, Membership Secretary, Chapter Club Secretary, Treasurer, and a minimum of four (4) Directors. All of the above shall be members in good standing of the Doberman Pinscher Club of Canada and the Canadian Kennel Club, and residents of Canada.
- 6.3 Terms:
- a) The aforementioned officers of the Club shall take office on January 1<sup>st</sup> of the year following the election. Each of the former Board members shall turn over to their successor in office, all properties and records relating to that office by January 1<sup>st</sup> of the new term. Each officer and director shall serve for a two year term as herein provided in Section 7 and shall serve until their successors are elected.
  - b) Notwithstanding the provisions of sub-section (c) of this section, no member shall be entitled to hold the office of President for more than two complete two year terms, upon which time the person must step aside to become the immediate Past President. After a period of two years, the person may again stand for re-election to the position of President.
  - c) Vacancies: Should a vacancy occur on the Board, the Board may appoint a member of the Club to fill the vacancy. Should a vacancy occur in the office of President, such vacancy shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice-President shall be filled by a majority vote of the Board.
- 6.4 The directors, officers and committee members shall receive no remuneration for their services.

**SECTION 7**

**7. Duties of the Board of Directors**

- 7.1 The duties of the Board of Directors shall be to endeavor to further the objects as set forth in Section 1 of the Constitution, and to secure and maintain an efficient organization of the Club. The President of the Club may at any time, call a special meeting of the Board, via conference call if necessary, on giving (7) days' notice and shall do so when requested in writing by three (3) or more members of the Board.
- 7.2 The President shall preside at all Board and General meetings of the Club and shall have such duties and responsibilities as specified in these by-laws. The President shall have the right to request any other officer or member to preside temporarily and for a specified purpose. The President shall be ex-officio a member of all committees.
- 7.3 The Vice-President shall assume the duties and responsibilities of the President on occasion when the President is not in attendance, or when directed to do so by the President.
- 7.4 The Corresponding Secretary shall
- a) Make and preserve all records of all Board and General Meetings of the Club and of all votes taken in the order of business, and of all matters of which a record shall be ordered by the Club.
  - b) In conjunction with the Treasurer and Membership Secretary, maintain the official membership list of all members, giving names and addresses, date of membership application and name of sponsor(s).
  - c) Notify each member at the last address shown on the books of the Club of all general meetings at least thirty (30) days prior to such meeting, and provide to the members a date by which all items for discussion at the general meeting must be submitted to the secretary in writing.

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- d) Prepare and make available for publication in the official organ of the Club, a synopsis of all minutes of the meetings of the Club, both Board and general.
- e) Attend to all regular correspondence of the Club.
- 7.5 The Membership Secretary shall act as set forth in Section 6 of these by-laws and in addition:
  - a) Will prepare a monthly list of applicants and their endorsers for action by the Board;
  - b) Notify all new Members of their election to active membership and coordinate with the Corresponding Secretary to maintain an accurate roll of Members and their addresses;
  - c) Coordinate with the Treasurer and transmit all dues from new members to the Treasurer promptly.
  - d) Distribute to each new member, a copy of the by-laws together with changes thereto, and a list of the names and addresses of all members in good standing.
- 7.6 Chapter Club Secretary:
  - a) Maintain a roll of all Chapter Clubs along with their constitutions and by-laws and membership rosters;
  - b) Act as Chairman of meetings of the Chapter Club Executive Committee and take minutes and maintain records of such meetings;
  - c) Maintain a roster of Chapter Club show dates and obedience trials and assist Chapter Clubs with show planning;
  - d) Maintain a roll of Chapter Delegates and their alternates. Such information as herein before required must be supplied by the Chapter Clubs to the Membership Secretary in writing within ten days following their annual meetings and election of officers.
- 7.7 The Treasurer shall collect and receive all revenues of the Club and shall deposit the same in a club bank account as approved by the Board, in the name of the Club. The books of the Club shall be open to inspection by the Board at any time and a financial report shall be provided at every meeting of the Board and every annual general meeting of the club. The Treasurer shall inform the Membership Secretary within 30 days of all renewals of membership. The financial records of the Club shall be the property of the Club.
- 7.8 Director - A Director shall serve on the Board and have one vote thereon. The Director will participate in all meetings and shall represent the Club in areas where no Chapter Club or other Board member is normally present. The Director may serve on any committee of the club and is elected to promote the best interests of the membership and the Breed.

**SECTION 8**

**8. Financial**

- 8.1 The fiscal year of the Club shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 8.2 All outstanding accounts approved by the Board shall be payable by cheque signed by the Treasurer and at least one of the following: President, Vice President, or Corresponding Secretary.
- 8.3 On request by three (3) members, the financial condition of the Club shall be open for inspection at any time during the year.
- 8.4 The financial records of the Club shall be audited by two members appointed to do so, and such audit shall be conducted within 60 days of the end of the fiscal year.

**SECTION 9**

**9. Annual Elections**

- 9.1 The Club shall elect its executive for a two year term. General practice shall be to elect half the executive one year, and the remaining officers the next year in order to provide continuation of plans and priorities. The usual split for election purposes shall be:
  - a) First year elect: Vice President, Membership Secretary, Treasurer, and three Directors.
  - b) Second year elect: President, Corresponding Secretary, Chapter Club Secretary and two Directors.
- 9.2 The Election of Officers and Directors shall be conducted by secret ballot.
- 9.3 The Board shall appoint a nominations committee each year before June 1st. The committee shall consist of three members in good standing, no more than one of whom shall be a member of the current Board of Directors. The Board shall name a Chairperson for the committee. The nominating committee may conduct its business by mail or email.
- 9.4 The nominating committee shall nominate from among the eligible members of the Club, one candidate for each office to be filled, and shall procure the acceptance of each nominee so chosen. The nominating committee shall consider geographical representation on the Board to the extent that it is practical. The committee shall then submit its slate of candidates to the Corresponding Secretary who shall mail the list, including the full name of each candidate and their full address to each member of the club on or before July 15th so that additional nominations may be made by the membership if they so desire.

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- 9.5 Additional nominations of eligible members may be made by written petition addressed to the Corresponding Secretary and received at the Corresponding Secretary's regular address on or before September 1st, signed by three members and accompanied by the written acceptance of each such additional nominee signifying their willingness to be a candidate. No person shall be a candidate for more than one position and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.
- 9.6 If no valid nominations are received by the Corresponding Secretary on or before September 1<sup>st</sup> (or on or before the date indicated for receiving nominations, as applicable), the Nominating Committee's slate shall be declared elected and no ballots shall be required.
- 9.7 If one or more valid nominations are received by the Corresponding Secretary on or before September 1st, the Corresponding Secretary or an independent individual or firm designated by the Board shall, on or before September 15th, mail to each member in good standing a ballot listing all of the nominees for each position in alphabetical order, with their addresses, together with a blank envelope and a return envelope addressed to the Corresponding Secretary marked 'Ballot' and bearing the name of the member to whom it was sent. So that the ballots may remain secret each voter, after marking their ballot, shall seal it in the blank envelope, which in turn shall be placed in the second envelope addressed to the Corresponding Secretary (or an independent individual or firm designated by the Board). The scrutineers of the election shall check the returns against the list of members in good standing prior to opening the outer envelope and removing the blank envelopes, to certify the eligibility of the voters. The blank envelopes shall be mixed together by the scrutineers before being opened. The results of the voting shall be announced at the annual general meeting whenever possible. If the Annual General Meeting is not held in the Fall that year, the results shall be mailed to each member by October 20<sup>th</sup>.
- 9.8 Nominations cannot be made at the annual general meeting or in any manner other than is provided above.

**SECTION 10**

**10. Standing Committees**

- 10.1 The Board shall appoint Chairpersons for the following standing committees from members in good standing, their term to be at the pleasure of the executive:
- a) Disciplinary Committee
  - b) Nominating Committee.
- 10.2 The Board shall have the authority to appoint such other committees as deemed desirable to advance the work of the Club in such matters as Conformation shows, obedience trials, and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Ad hoc committees may from time to time be appointed by the Board to aid the Board with specific projects.
- 10.3 Any committee appointment may be terminated by a majority vote of the Board upon written notice being sent to the appointee, and the Board may appoint a successor to the person whose services have been terminated.

**SECTION 11**

**11. Disciplinary Committee**

- 11.1 The Club shall have the power to suspend, expel or censure any member of the Club if such person has:
- a) Engaged in any act or acts, or participated in any act or acts which may bring the name of the Club or any member in ill repute.
  - b) Violated one or more sections of the Club's Code of Ethics.
  - c) Knowingly permitted a registered Doberman Pinscher under their control whether for gain or reward or not, to be mated with a Doberman Pinscher that is not eligible to be registered with the Canadian Kennel Club Inc.
  - d) Any member who is suspended, debarred, expelled or deprived of privileges from the privileges of The Canadian Kennel Club automatically shall be suspended from the privileges of this Club for a like period.
- 11.2 Complaints
- a) Any member may lay a complaint against a member for alleged misconduct prejudicial to the best interests of the Club or the breed.
  - b) Any member may lay a complaint against a member for alleged violation of the Club's Code of Ethics.
  - c) Written complaints containing details of the alleged misconduct must be filed in duplicate with the Corresponding Secretary together with a deposit of \$25.00, which shall be forfeited if the charges are not sustained.
  - d) The Corresponding Secretary upon receiving such a complaint, within 30 days shall forward a copy of the complaint, along with a notice of hearing to the defendant, the complainant, each member of the Board and the Disciplinary Committee.
  - e) The chairman of the Discipline Committee shall invite the complainant and the defendant to submit written explanations of their view of the events or practices resulting in the complaint to the chairman.

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- f) The hearing date shall be set no later than 90 days from date of receipt of the complaint. A majority of the appointed committee shall be present.
- g) Should the complaint be laid against the Corresponding Secretary, then the President shall act in accordance with these by-laws.

**11.3 Hearing**

- a) The Board and Committee shall ensure that both the complainant and the defendant are treated fairly and in accordance with the rules of natural justice. Should the complaint be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Committee, by a majority vote, may impose an appropriate penalty. The Corresponding Secretary shall then notify each of the parties of the decision within 30 days of the decision.
- b) The chairperson shall convene a special meeting of the Discipline Committee to review and discuss both written submissions. If the complaint is dismissed the report of the committee will be presented at the next meeting of the Board by the chairperson of the Discipline committee.
- c) If the complaint is upheld, the President shall call a Special Meeting of the Board; such meeting to be held within thirty (30) days of receipt of the report by the Discipline Committee.
- d) The member lodging the complaint and the member whose conduct is under review may be legally represented.
- e) The chairman of the Discipline Committee shall submit a written report covering the findings of the committee.
- f) On a motion by the chairperson of the Discipline Committee for expulsion, the members of the Club will vote by secret ballot; a three-quarter majority of the voting members shall be required to carry the motion;
- g) If a motion for suspension is carried, the Discipline Committee shall determine the duration of such suspension having regard to the nature of the incident giving rise to the suspension.

**SECTION 12**

**12. DPCC Chapter Clubs**

- 12.1 Each Chapter Club shall appoint a Delegate to the Doberman Pinscher Club of Canada Inc. who, through their membership on the Chapter Club Executive Committee, shall provide input and guidance on Board operations as it pertains to the general management of the Club. Each Chapter Club may select a Delegate (and alternate Delegate) and the Delegate when recognized by the DPCC shall become a member of the Chapter Club Executive Committee. This committee shall meet at regular intervals and may be called into meeting by the president or by petition of any three members of the Chapter Club Executive Committee. This committee shall institute policy recommendations on matters governing the acceptance of new Chapter Clubs, standards a Chapter must maintain to retain Chapter status and propose the location of any future National Specialty. This committee may initiate other recommendations, as it may deem wise, and submit such recommendations to the Board.
- 12.2 The Board does not in itself run shows or trials, except through its regional DPCC Chapter clubs.
- 12.3 The Board shall set forth guidelines for Chapter Clubs and approve applications by these clubs based on their ability to function in accordance with the said guidelines, and their intent to fulfill the requirements described in this Section.
- 12.4 The Doberman Pinscher Club of Canada Inc. will approve Chapter Clubs providing that club consists of five (5) or more persons, with at least one member of the Chapter Club executive and their selected Delegate to the DPCC being members of the DPCC.
- 12.5 Once approved, Chapter Clubs will support the DPCC in meeting its stated objectives and may be granted approval to hold regional Doberman Pinscher conformation, obedience, tracking and/or agility trials to encourage and further the understanding and appreciation of Doberman Pinschers on a National basis.
- 12.6 Chapter Clubs may bid through their Delegate for the privilege of hosting the National Specialty which will be held annually on an East/West alternating year basis. If no bid is received by March 30 in the year of the Show, the executive may select and approve a Chapter Club willing to host the Specialty regardless of its location.
- 12.7 Only Chapter Clubs shall be permitted to give DPCC awards at their Specialty Shows. Chapter Club members (whether DPCC members or not) may be recognized as DPCC members for inclusion in some activities normally restricted to DPCC members.
- 12.8 Each Chapter Club may nominate two judges for the National Specialty for approval by the general membership.
- 12.9 The name of the Chapter Club shall be a name acceptable to the Doberman Pinscher Club of Canada.
- 12.10 The role of Chapter Club Delegates is as follows:
  - a) Provide a voice for their club reflecting the operation and needs of that club as it may relate to matters of mutual interest with the DPCC.
  - b) Act as official liaison between the Chapter Club and the DPCC.
  - c) Through the Chapter Club Executive Committee, provide response and advice to the Board on planned policy changes and/or operational changes of the DPCC.

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- d) Provide the Chairperson of the Chapter Club Executive Committee with clear problem definition and alternate solutions and direction, so as to guide the eventual decision making process of the DPCC Board.
- e) Participate, as required in Board matters, and provide regional input into matters that may arise from time-to-time.
- f) Chapter Club Delegates are not voting members of the DPCC Executive. They may however be asked to vote on certain matters to provide direction to the National club. In these cases they are expected, where applicable, to reflect the opinion and direction of their Chapter Club. Any Delegates not reflecting the wishes of their Chapter Club may be recalled and replaced by that club at any time.

**SECTION 13**

**13. Amendments to By-laws**

- 13.1 Amendments to the by-laws may be proposed by the Board or by written petition addressed to the Corresponding Secretary, signed by 20% of the members in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members of the Club with the recommendations of the Board for a vote within three months of the date when the petition was received.
- 13.2 A copy of the proposed amendment(s) must be mailed by the Corresponding Secretary to each member in good standing on the date of mailing, accompanied by a ballot. Dual envelope procedures shall be followed in handling such ballots, to assure secrecy of the vote. The By-laws may be amended, or repealed by a two-thirds (2/3) majority vote of all eligible members whose ballots are returned within the specified time, provided written notice of the intention to move such action has been sent to all members at least three months in advance. Voting must be by mail-in ballot, proxies are not permitted.
- 13.3 No amendment to the bylaws or constitution that is adopted by the Club shall become effective until it has been approved by the Board of Directors of The Canadian Kennel Club Inc.

**SECTION 14**

**14. Amendments to the Breed Standard**

- 14.1 Amendments to the standard for the breed may be proposed by the Board or by written petition addressed to the Corresponding Secretary, signed by 20% of the members in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to all members of the Club, with the recommendations of the Board, for a vote within three months of the date when the petition was received.
- 14.2 Proposed amendments to the standard for the breed shall be approved by the Board then mailed by the Corresponding Secretary to all members of the Club. The favorable vote of two thirds (2/3) of all eligible voting members, whose ballots are returned within the specified time, shall be required to effect any such amendment. A minimum of 30 days from the time of mailing must be allowed for the return of a ballot. Voting shall be by secret ballot, in accordance with the same voting procedures as for amendments to the Club bylaws.
- 14.3 No amendment to the standard for the breed that is adopted by the Club shall become effective until it has been approved by the Board of Directors of The Canadian Kennel Club Inc.

**SECTION 15**

**15. Dissolution**

- 15.1 The Club may be dissolved at any time by a written consent of not less than 2/3 of the members of that club who are in favour of this decision. Proxies are not permitted. In the event of the dissolution of the Club, other than the purposes of reorganization, whether voluntary or involuntary or by operation of the law, none of the property, or any proceeds thereof, nor any assets of the Club shall be distributed to any member of the Club, but after payment of the debts of the Club, its property and assets shall be given to a charitable organization, as selected by the Board of Directors, for the benefit of Doberman Pinschers.

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**SECTION 16**

**16. Order of Business**

- 16.1 At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:
- Recording of members present by roll call
  - Minutes of last meeting
  - Business arising out of minutes
  - Report of President
  - Report of Corresponding Secretary
  - Report of Membership Secretary
  - Report of Chapter Club Secretary
  - Report of Treasurer
  - Reports of Committees
  - Business arising out of correspondence
  - Unfinished business
  - New Business
  - Adjournment
- 16.2 At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:
- Reading of minutes of last meeting
  - Report of Corresponding Secretary
  - Report of Membership Secretary
  - Report of Chapter Club Secretary
  - Report of Treasurer
  - Reports of Committees
  - Unfinished business
  - New business
  - Adjournment

**Constitution Repealed**

The Constitution of the Club and all amendments and by-laws pertaining thereto as heretofore in effect as of January 1<sup>st</sup>, A.D. 1992 are hereby repealed.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_