

LABRADOR RETRIEVER CLUB OF ONTARIO

(Formally Mid Ontario Labrador Retriever Club)

CONSTITUTION, BYLAWS & CODE OF ETHICS

1.NAME

The name of this organization shall be Labrador Retriever Club of Ontario (“LRCO or Club”). The good name and reputation of the Club depends to a large extent upon every member taking personal responsibility for maintaining the Code of Ethics and Constitution of the Club.

2. AFFILIATION

The Club shall work in cooperation with the Canadian Kennel Club.

3. CODE OF ETHICS

Members must agree to: -

- 1) Maintain the original purpose of the Labrador Retriever as a retriever, breeding only from sound dogs of good temperament who exemplify the breed standard and are able to represent the breed for conformation in the ring, in the field as a willing worker, and/or as a hunting companion.
- 2) Be courteous, co-operative, and responsible members of the L.R.C.O., respecting and not degrading another member or their dogs.
- 3) Breed only to or from stock that must be:
 - a) X-rayed clear of Hip Dysplasia and Elbow Dysplasia, and will be certified by the Ontario Veterinary College (“OVC”) or the Orthopedic Foundation for Animals (“OFA”). PennHip may also be used if evaluated at 18 months of age or older and each hip evaluation (Distraction Index) must be no greater than .50, rating must be in the 50th percentile or greater and there is no indication of Degenerative Joint Disease."

Breeder Option: As of October 2011, OVC made the decision they would not be evaluating hips & elbows for certification which was at 18 months of age and older. In lieu of this decision, LRCO will allow OFA hips and elbow preliminary evaluations to be accepted for breeding purposes, however, OFA preliminary hips & elbows must be evaluated between 18 months and 23 months of age, and must be graded as “good” or

“excellent.” The current bylaw still stands for certification, and at the age of 24 months or older, breeders must get OFA certification for dogs bred on OFA preliminary evaluations prior to the next breeding. This clause will only be in effect in the event of OVC not accepting xrays for hips & elbows certification.

- b) Examined and certified clear of hereditary eye diseases annually, by a licensed American College of Veterinary Ophthalmologist (“ACVO”).
 - c) It is recommended that Breeders test either sire and/or dam for Progressive Retinal Atrophy (PRA), Exercise Induced Collapse (EIC), and Centronuclear Myopathy (CNM), and only breed clear to clear, clear to carrier or clear to affected. These are becoming standard practices of purebred Labrador Retriever Breeders, and these tests are in place to reduce the risks of diseases in the Purebred Labrador Retriever.
 - d) Sound in temperament and their quality suitable for breeding.
- 4) Bitch owners will only breed their bitch one time back-to-back.
 - 5) Register all Labrador Retrievers with the C.K.C. and abide by their rules and regulations. Keep accurate breeding records of sire, dam, and litters, pedigrees, sales, and transfers. Only forward copies of accurate records and pedigrees to purchasers of stock or services, and not in any circumstances knowingly be a part of, or contribute to, false registration.
 - 6) Not sell, consign, transfer puppies or adults to pet stores/shops, wholesale dealers, contest sponsors, lotteries or anyone known to degrade the Labrador Retriever breed or pure-bred dogs, or to individuals breeding and/or selling to the aforementioned.
 - 7) Members that sell puppies as pets, must be sold on contracts that enforce spaying/neutering with proof of such to the breeder by the pet owner. This contract may be removed by the Breeder/Member only with proper clearances as provided in 3a) & 3b), and adhere to 3c).
 - 8) Replace once any pup or dog sold by them which is certified OFA/OVC or PennHip evaluated to have Hip Dysplasia that is diagnosed grade 3 or 4 severity, and/or Elbow Dysplasia that is rated grade 3 or 4 up to 2 years of age, or who develops Progressive Retinal Atrophy (“PRA”), Central PRA, or congenital cataracts before 4 years of age. This agreement may be subject to individual breeders’ restrictions.
 - 10) Will rescue and take back any dog they have produced.
 - 11) Will be available to all owners that have purchased dogs from them, will assist and provide support when required.
 - 12) Members must be owners of Labrador Retrievers registered with the C.K.C., A.K.C., or credible purebred registry.

4. AIMS

- 1) To promote the Labrador Retriever in all facets of: hunting, hunt tests, working certificate tests, field trials, conformation shows obedience, rally, tracking, carting, rescue, scent discrimination, guide dogs, service dogs etc.

To hold an Annual Specialty Show for Labrador Retrievers.

- 3) To hold a sanctioned and approved C.K.C Obedience Trial, a sanctioned and approved

C.K.C. Working Certificate Test and/or Hunt Test in conjunction with the Annual Specialty Show. To hold an annual eye clinic during breaks or after the Specialty events.

- 4) To correlate a handbook which will include information on the advantages of spaying and neutering; non-breeding contracts; tattooing/microchips; registering; inoculations; obedience classes; etc. This information will be given with each new member who is not a breeder.
- 5) To maintain a membership list including breeder's tattoo number combinations/microchips, and have a contact person(s), to assist lost Labrador Retrievers back to their owners.
- 6) The Club shall be operated on a non-profit basis. Any resulting surplus shall not be used to the benefit of any member of the club.
- 7) The members of the Club shall adopt and may from time to time reverse such by-laws as may be required to carry out these objects.
- 8) To ensure that the breeder/members of the Club maintain the highest standards possible at all times with strict adherence to L.R.C.O. Constitution and Bylaws.
- 9) Through positive Public Relations and Education Programs, to encourage all owners and/or fanciers of Labrador Retrievers to become members of L.R.C.O., so they may become more aware of sound breeding practices, responsible ownership, and proper care and maintenance of the breed, so the highest standards possible will be maintained to bring the natural qualities of the Labrador Retriever to perfection.

5. AREA OF OPERATION

The area of operation of the Club shall be the province of Ontario.

6. REVISION OF CONSTITUTION

Amendments to the constitution may be moved by any member. Each proposed amendment shall be submitted to the secretary in writing and must be co-signed by four members in good standing. Amendments should be considered promptly by the board and be submitted to the members with the board's recommendations, by the Secretary within three months of when the petition was received by the secretary. The constitution may be amended at the annual general meeting provided the proposed amendments have been mailed by the Secretary to each member in good standing on the date of mailing accompanied by a ballot on which they may indicate their choice for or against the amendment. The notice shall specify a date (no earlier than the next AGM) when the proposed amendment shall take effect if passed. It shall also specify the date, no less than 30 days from date of mailing, by which date the ballots must be returned to the Secretary to be counted by three members in good standing. A favorable vote of 2/3 of the members in good standing who return valid ballots within the time limit shall be required to effect such an amendment.

BY-LAWS

DEFINITIONS: **Club** hereafter shall refer to the Executive Officers and Regional Directors. The regions of the province shall be the same C.K.C. electoral zones.

Executive hereafter shall refer to the Chairperson, Vice Chairperson, Secretary and Treasurer.

Directors hereafter shall refer to the executive officers and directors of Northern, Southern, Eastern, Western and Central Ontario (Regional Directors).

ARTICLE 1.Membership.

Section 1.Eligibility. There shall be five types of membership:

- 1) Voting membership open to individuals over 18 years of age who are Canadian residents and who subscribe to the objectives, aims, and code of ethics of the Club.
- 2) Family membership open to Canadian residents and their dependents living in the same household who subscribe to the objectives, aims, and code of ethics of the Club.
- 3) Associate membership open to individuals who are not residents of Canada, but who subscribe to the objectives, aims, and code of ethics of the Club.
- 4) Life Membership will be awarded at the AGM following 25 years of continuous membership.
- 5) Charter Membership for the 4 founding members of the club is for life, unless they have violated the club's code of ethics or constitution, at which time they can be removed from membership.

Section 2. Fees. Membership fees shall be payable on January 1st of each year, and before April 1st of each year. No member may vote who is not a paid up member for the current year. The Secretary shall notify the membership via the L.R.C.O.'s Bulletin, that the dues for the ensuing year are payable.

- 1) Individual/family, resident, voting member: - **\$25.00**.single, **\$35.00** Family. In the case of a family membership, there shall be two votes per household, and these members to be designated at the time of application for membership.
- 2) Associate, non-resident, non-voting member: - **\$30.00**
- 3) Life membership – no fee.

Section 3. Election to membership.

Each applicant shall apply on a membership application form as approved by the Executive, which shall provide that the applicant agrees in writing to abide by the Constitution, the Code of Ethics, the Aims, and the By-laws of the Club, and by the By-laws and Rules of the C.K.C.

Membership must be nominated by two members in good standing, not living in the same household and applicants may be elected at any meeting of the Executive, or by written vote of the executive by mail/electronic device, 2/3 majority vote in the affirmative is required of the entire executive to elect an applicant.

Membership fees, payable to the Labrador Retriever Club of Ontario, must accompany all membership applications. All membership applications should be mailed to the Secretary.

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

Section 4. Termination of membership. Memberships may be terminated by:

- 1) Resignation in writing provided there are no outstanding debts to the club.
- 2) Failure to Renew. Membership will be considered lapsed and automatically cancelled if a member's dues remain unpaid on April 1st of each year.
- 3) Expulsion. Membership may be terminated by a 2/3 vote of the Executive, if a member contravenes the Objectives, Aims, or Code of Ethics of the Club.
- 4) Any member of the club who is suspended, debarred, deprived, expelled, or whose membership has been terminated by the Canadian Kennel Club's Discipline Committee, shall be suspended from the privileges of the club for a like period.

Article 2. Meetings

Section 1. Annual Meeting an Annual General Meeting ("AGM") of the Club shall be held in conjunction with the Specialty Show, at a place, date and location as determined by the Executive. Written notice of the annual meeting shall be mailed or emailed via electronic device by the Secretary to each member at least 30 days prior to the date of the meeting. The quorum for the meeting shall be 10% or a minimum of 3 members of the voting members in good standing. Voting by proxy shall not be permitted.

Section 2. A Special General Meeting ("SGM") must be called by the Secretary on the written request of 5 members in good standing who specify the business to be dealt with at that meeting. No other business may be done at this meeting. Written notice of this meeting shall be mailed or emailed via electronic device by the Secretary to each member at least 30 days prior to the meeting. A quorum for this meeting is 10% or a minimum of 3 members of the voting members in good standing. This meeting can be conducted via teleconference or email. Voting by proxy shall not be permitted.

Section 3. Executive Meetings may be held when necessary. Notice of such meetings shall be sent to all executive members at least 7 days prior to the meeting. A quorum for an executive meeting shall be a majority of the executive. Meetings can be held online via email or teleconference/video conference.

Section 4. Board of Directors meetings may be held when necessary, but no more than four times a year. Notice of such meetings shall be sent to all members of the Board of Directors at least 30 days prior to the meeting. A quorum for a Board of Directors meeting shall be a majority of the Board of Directors voting by teleconference/electronic device if all members agree. Written resolution may be used in place of Board of Directors meetings where 100% of all directors agree.

Article 3. Officers

Section 1. The executive officers and regional directors shall be elected for a three-year term, at the Annual General Meeting of each election year, and shall serve until their successors are elected. The Executive of the club shall be the President, Vice-President, Secretary and Treasurer. All members of the Executive including the Past President, must be residents of Canada, Canadian Kennel Club Regular members in good standing and reside in Ontario. The position of chairperson, vice chairperson, past chairperson, secretary, treasurer, and all directors will all be elected at the AGM.

Chairperson: shall preside at all meetings, and shall have the duties and powers normal to the office of chairperson. He/she shall be an ex-officio member of all committees. He/she shall have signing authority on the Club's bank account.

Past Chairperson: shall act as a resource for the current Board.

Vice Chairperson: shall have the duties and powers of the Chairperson in the event of the Chairperson's absence. He/she shall have signing authority on the Club's bank account.

Treasurer: shall collect and receive all monies belonging to the Club. He/she shall deposit same in a bank and account approved by the Executive, in the name of the Labrador Retriever Club of Ontario. He/she will pay all bills promptly, retaining invoices for same, providing the indebtedness has been approved by the Executive. His/her books shall be open at all times to inspection of the Executive and he/she shall report the financial status of the Club at each meeting and for each issue of the Club's Bulletin. He/she shall have signing authority on the Club's bank account.

Secretary: Shall attend all General, Special and Executive meetings, recording minutes of the proceedings and arranging for copies of the minutes and resolutions of all meetings to be sent out to all Executive & Regional Directors. He/she will retain and file all copies of correspondence regarding the affairs of the Club; arrange for notices of all meetings to be sent out and prepare agendas for each; attend to all correspondence regarding affairs of the Club, and direct all bills and accounts immediately to the Treasurer for payment. He/she is responsible for the overall communication of the Club, including the preparation and distribution of the Bulletin/Newsletter. At his/her

discretion, the Secretary may appoint an assistant, provided the member is paid up and in good standing, to assist with the Bulletin/Newsletter duties. The Secretary will maintain an up-to-date record of names and addresses of all members within the Club and furnish a copy of same to the Executive on request, as well as carry out any other duties as are prescribed in these By-laws. The offices of Secretary and Treasurer may be held by the same person, but if so, the position must be filled by election not appointment. All secretarial files of the L.R.C.O. shall be forwarded to the current secretary within thirty days of filling the newly elected position.

Regional Directors: Shall reside within the area for which they are directors, and shall in general be the Club's representative in that area, and shall forward information on that area to the Secretary and the club as required. The directors will receive copies of all minutes from executive meetings to be aware of Club business.

Section 2. The executive of the Club shall have the authority to deliver the ongoing business of the Club and may:

- Approve expenditures under \$500.00
- Approve the Specialty dates
- Lobby the C.K.C. on breed issues
- Expel members
- Fill vacancies on the executive

Section 3. Vacancies in the Executive occurring during the year shall be filled until the next Annual General Meeting by a majority vote of all the remaining members of the Executive, except that a vacancy in the office of the Chairperson shall be automatically filled by the Vice Chairperson and the resulting vacancy for Vice Chairperson shall be filled by the Executive.

Section 4. Terms of office:

The elected Officers shall take office at the AGM, immediately following the election. Each of the former Executive Members shall turn over to his/her successor in office, all properties and records relating to that office within 30 days of the election and the Annual General Meeting.

Section 5. Remuneration shall not be paid to any executive officer, or member.

Section 6. Removal from office of an executive officer, or member may take place by a vote of 2/3's of the membership.

ARTICLE 4. Club Year, Voting, Elections

Section 1. Club Year: The Club's fiscal year shall begin on the 1st of January and end on December 31st of each year. The Club's official year shall begin immediately on the conclusion of the Annual General Meeting, which shall take place in conjunction with the Annual Specialty Show.

Section 2. Voting. At the AGM or at a Special General meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting, except for the election of Executive and amendments to the constitution and by-laws which shall be decided by written ballot. The Executive may decide to submit other specific questions for decision of the members by written or emailed via electronic device ballot. Non-residents are ineligible to vote. Voting by proxy shall not be permitted at Annual General Meetings, Semi Annual General Meetings and Special General Meetings.

Section 3. Election of Officers. At the Annual General Meeting of an election year, the election of the Executive officers must be conducted by secret ballot. Ballots to be valid must be received by the Secretary before the opening of the meeting. Ballots shall be opened and counted by three inspectors of election who are members in good standing and who are neither members of the current Executive nor running for office on that ballot. The person receiving the largest number of votes shall be declared elected.

Section 4. Nominations and Ballots. A nomination committee of 3 members and 2 alternates shall be chosen by the executive. No more than one can be a member of the current executive, and all must be members in good standing. The executive shall name a Chairman for the committee, and the nominating committee may conduct its business by regular mail or electronic mail.

If there are not enough members, or enough members interested in assisting with the Nomination Committee, the LRCO Executive will be the Nomination Committee, and will nominate and vote on each office opened that year. A majority vote rules.

- 1) The nominations committee shall nominate from the eligible members of the Club, one candidate for each office open that year, and shall procure the acceptance of each nominee. The committee shall then submit its slate of candidates to the Secretary not less than 90 days prior to the annual general meeting who shall immediately mail the list, including the person's full name and home address, to each member of the Club, so that additional nominations may be made by members of the Club.
- 2) Additional nominations of eligible persons may be made by written petition addressed to the Secretary and received not less than 60 days prior to the Annual General Meeting, signed by five members and accompanied by written acceptance of each nominee. No person shall be a candidate for more than one position, and the additional nominations shall be from members outside the nominating committee.
- 3) If no valid additional nominations are received by the Secretary 60 days prior to the Annual General Meeting the Nominating Committee's slate shall be declared elected at the Annual General Meeting.
- 4) If one or more valid nominations are received by the Secretary, the Secretary shall mail a ballot to each member in good standing at least 90 days prior to the Annual General Meeting. The ballot shall list all nominees for each position in alphabetical order with the name of the provinces in

which they live, together with a blank envelope and a return envelope addressed to the Secretary marked BALLOT and bearing the name of the member to whom it was sent. Each voter shall, after marking his ballot, seal it in the blank envelope which in turn is placed inside the second enveloped pre-addressed to the Secretary. The inspectors of the election shall check the returns against the list of members prior to opening the outer envelopes and removing the blank envelopes. The blank envelopes shall all be put together and opened only after all the names have been checked against the membership list.

5) Nominations cannot be made from the floor at the A.G.M.

Article 5. Committees

The executive may appoint standing committees for a term not exceeding 3 years, to work on special matters, trophies, annual prizes, or other areas which may be served by a committee. Special committees may also be appointed by the executive for special projects. An individual may resign from a committee by submitting a letter of resignation to the Executive via mail or emailed electronically, and a new individual would then be appointed by the Executive. Upon a majority vote of the Executive, the Executive may remove any individual from a committee. There is no remuneration received by any individual on a committee.

LRCO Show Chair may not have a dog they own entered in the respective show. Show Chair shall be compensated mileage to show site from his/her home at CKC rate. Show Chair shall also be compensated for a limit of two nights accommodations for specialty show(s) providing show(s) are greater than 130 kms from his/her home. This is limited to show chair only.

All committee members and/or show chair must be a LRCO member.

Article 6. Working Certificates and Hunt Tests

The Labrador Retriever Club of Ontario subscribes to the current Rules and Regulations governing the Canadian Kennel Club Working Certificate Tests and Hunt Tests.

Article 7. Discipline

- 1) **Canadian Kennel Club Suspension:** Any person who is suspended or debarred by either the C.K.C. shall automatically be suspended from the privileges of the L.R.C.O. for the same period.
- 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. Written complaints containing details of the alleged misconduct must be filed in duplicate with the Secretary together with a non-refundable deposit of \$100.00 as the same as the CKC.
 - b) The Secretary upon receiving such a complaint, within 30 days shall forward a copy of the complaint to the Executive and/or appointed Discipline Committee(Committee Chair and 2 members in good standing not on the current Executive). If the Discipline Committee deems the complaint valid, then a copy of the complaint along with a notice of hearing shall be sent to the defendant and the complainant.

- c) The hearing date shall be set no later than 90 days from date of receipt of the complaint. If the hearing is held by the Executive, 3/4 of the Executive must be present or present via email, teleconference or video conference. In the event the hearing is held by the Discipline Committee, at least a majority of the appointed committee shall be present or present via email, teleconference or video conference. Should a complaint be laid against the Secretary, the President shall act in accordance with these by-laws.
- 3) **Hearing:** The Executive or appointed Discipline 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 Discipline Committee may by a majority vote of those present or present via email, teleconference or video conference, impose an appropriate penalty. The Secretary shall then notify each of the parties of the decision within 30 days of the decision.
- 4) **Appeals:** After a hearing has been held and the parties have been notified of the decision, and either the defendant or the complainant disagree with the decision laid down by the Discipline Committee, an appeal may be submitted in writing (duplicate) within 30 days of the date of notification to the Secretary. In an Appeal situation the Executive becomes the Appeal Committee. The Secretary must forward a copy of the appeal to the Appeal Committee within 30 days of receipt. The Appeal Committee will then set a hearing date (in accordance to Article 7, sec.2(c),sec 3). The Secretary shall then notify each of the parties of the decision within 30 days of the decision via mail or email electronically.
- 5) **Expulsion:**
- a) Expulsion of a member from the Club shall be accomplished at an Annual General Meeting of the Club following a proper hearing and upon the recommendation of the Executive or Discipline Committee being provided as stated in Section 3 of this Article. The Chairman shall read the complaint and report the findings and recommendations of the Executive or appointed Discipline Committee, and shall invite the defendant, if present or present via email, teleconference or video conference, to speak on his/her own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.
- b) At the discretion of the Executive, expulsion may also take place by regular mail or electronic device vote consisting of a 2/3 majority of all eligible voting members in favor of expulsion. Proxy voting not permitted.

Article 8. Amendments

Section 1. Amendments to the Constitution and/or By-Laws may be moved by any member. Each proposed amendment shall be submitted to the Secretary in writing or scanned and emailed via electronic device, and must be co-signed by four members in good standing. Amendments should be considered promptly by the Board and be submitted to the members with the Board's recommendations, by the secretary within three months of when the petition was received from the secretary.

Section 2. The By-Laws may be amended at the annual general meeting provided the proposed amendments have been mailed or emailed via electronic device by the Secretary to each member in good standing on the date of mailing/emailing, accompanied by a ballot on which they may indicate

their choice for or against the amendment. The notice shall specify a day (no earlier than the next AGM) when the proposed amendment shall take effect if passed. It shall also specify the date, no less than 30 days from date of mailing/emailing, by which date the ballots must be returned to the Secretary to be counted by three members in good standing. A favorable vote of 2/3 of the members in good standing who return valid ballots within the time limit shall be required to effect such an amendment. Ballots must be mailed only to the secretary – emailed ballots will not be accepted.

Section 3. No repeal or amendment of by-laws shall be enforced or acted upon until it has received and approved by the Canadian Kennel Club.

Article 9. Financial

Section 1. A bank account, in the name of the Ontario Labrador Retriever Club of Ontario, shall be opened by the Treasurer in a bank accessible to him/her. The Treasurer and any two of the following three Executive officers shall be the signing authority for the Club: Chairperson, Vice-Chairperson and Secretary. No two members of the same family or household may be signing officers.

Section 2. The executive shall appoint a committee of three members in good standing to audit the books of the club prior to the Annual General Meeting.

Article 10. Order of Business

At the meetings of the Club, the order of business so far as the nature of the meetings may permit, shall be as follows:

1. Roll call
2. Minutes of the last meeting
3. Chairman's Report
4. Treasurer's Report
5. Secretary's Report
6. Committee Chairman's Report
7. Election of Officers (at AGM)
8. Unfinished Business
9. New Business
10. Adjournment

Article 11. Procedure

Section 1. Authority: all meetings of the Club and of its governing bodies and all other matters of practice and procedure not otherwise herein specified shall be governed by *Roberts Rules of Order*.

Article 12. DISSOLUTION.

The club may be dissolved any time by providing to The Canadian Kennel Club written documentation signed by at least two-thirds (2/3) of the members of the club who are in favor of this decision; proxies are not permitted. In the event of the dissolution of the club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club, nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club. After payment of all debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs, such organization to be selected by the Executive of the Club.

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Article 13. INCORPORATION

For the purpose of the Incorporation of the Club as a corporation without share capital under part II of the Canada Corporations Act only the head office of the Club shall be the current Secretary's address.

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Article 14. CORPORATE SEAL

The corporate seal shall be held by the law firm of the club.

Article 15. CERTIFICATION OF DOCUMENTS

Official documents of the club shall be certified by the signatures of any two of the following three Executive officers: Chairperson Treasurer, Secretary.

STANDING RESOLUTIONS

SR #1 Definition of Charter Members are: Paul Pobega, Tari Yates, Heather Dobson, and Carol Brech.