



Samoyed Association of Canada

Constitution and Bylaws

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Article 1: Name and Purpose

1 Name:

- 1.1 The name of the Club shall be the “Samoyed Association of Canada”, and in this Constitution will be referred to as the “Club”.
- 1.2 The area of operation will be the Nation of Canada.

2 The purpose of the Club is:

- 2.1 To provide a medium for Samoyed owners and breeders to join together for the betterment of the Samoyed breed in Canada.
- 2.2 To promote the breeding, owning and exhibiting of the Samoyed type most nearly conforming to the ideal Samoyed as described in the official CKC Standard for the breed.
- 2.3 To improve knowledge of the Samoyed through the collection and dissemination of information among members of the Club, and to educate Club members.
- 2.4 To encourage and set standards promoting the elimination of all genetic diseases through a breeding program of dogs that are of good health, sound temperament, sound conformation, and tested for known genetic diseases.
- 2.5 To foster the protection of, and advance the interests and image of, the Samoyed at home and in public.
- 2.6 To encourage sportsmanlike competition at dog shows, trials and field (performance) events, and all other events.
- 2.7 To encourage the organization of independent local, provincial, and regional Samoyed Breed Clubs.
- 2.8 To conduct, or to promote local dog clubs to conduct specialty shows, specialty trials, and other specialty events related to Samoyeds under the rules of the CKC.
- 2.9 To promote dog clubs to conduct shows, trials and other events in which Samoyeds can participate.
- 2.10 To ensure that no member may financially benefit from engaging in activities of the Club; the Club is a volunteer Club only.
- 2.11 To engage in any and all activities that support the purpose and goals of the Club.
- 2.12 To maintain its accreditation with the CKC.

Article 2: Interpretation

In this Constitution:

- 2.1 “BOD” means the Board of Directors of the Samoyed Association of Canada.
- 2.2 “Bulletin” means the official communication of the Samoyed Association of Canada as defined in this Constitution. The Bulletin is published under the name

- “Sammy News”.
- 2.3 “CKC” means the Canadian Kennel Club.
 - 2.4 “Club” means the Samoyed Association of Canada.
 - 2.5 “Member” means any member of the Club in good standing, as determined in accordance with this Constitution and Bylaws.
 - 2.6 “Secretary” means either Secretary or Secretary/Treasurer if the positions are combined.
 - 2.7 Words indicating the singular number include the plural, and vice versa.

Article 3: Membership

The BOD, in accordance with the [Bylaws](#), will determine:

- 3.1 The definition of the Membership Year.
- 3.2 The various classes of Membership and the definition thereof.
- 3.3 The amount and payment of dues for various classifications of Membership.
- 3.4 The acceptance of Members.
- 3.5 The discipline of Members.
- 3.6 The termination of Membership.

Article 4: Meetings

4.1 General Meetings

- 4.1.1 The Club is a national Club that utilizes the Bulletin as the official communication of the Club. No General Meetings will be held.
- 4.1.2 The BOD will communicate Club business to the membership through the Bulletin and the official SAC member website.
- 4.1.3 The Club will look to “Robert’s Rules of Order” for guidance for procedures of order not defined in this Constitution, or as may be established by the BOD from time to time.

4.2 Board Meetings

- 4.2.1 The BOD will conduct the day-to-day business of the Club.
- 4.2.2 The President shall preside at all meeting of the BOD and/or Club; the Vice-President may chair in the case of the President being absent.
- 4.2.3 The media used for communication and conducting the business between Board members is to be agreed upon by the BOD. The intent is to ensure all Board members receive the information and can participate in the decision-making process.

- 4.2.4 Decisions made by the BOD will be published in the Bulletin.
- 4.2.5 The membership will have the right to comment on BOD decisions, to provide for reconsideration of the decision if appropriate.
- 4.2.6 See [Article 7](#) for BOD approved motions, and details on motions requiring membership voting.

Article 5: Board of Directors

- 5.1 The Board of Directors (BOD) shall be made up of the officers of the Club (the President, Vice-President, Secretary and Treasurer or combined Secretary/Treasurer), plus Regional Directors.
- 5.2 An Editor of the Bulletin may be elected to serve on the BOD, but this position is optional and not a requirement for the BOD.
- 5.3 All BOD members must be CKC members in good standing.
- 5.4 Officers (President, Vice-President, Secretary and Treasurer) must have been members in good standing for a minimum of two (2) consecutive years before being eligible to hold office.
- 5.5 There will be five Regional Directors to be elected by the members in their region. The regions will be Maritimes, Quebec, Ontario, Prairie Provinces including Northwest Territories and Nunavut, and British Columbia, including Yukon.
- 5.6 Regional Directors must have been members in good standing for a minimum of one year before being eligible to hold office.
- 5.7 The duties and responsibilities of the officers of the Club will be carried out as defined in the Bylaws.
- 5.8 The Past President will sit on the BOD as a non-voting member to provide context and background to the discussion and debate.
- 5.9 A maximum of one member in a Family membership is eligible to serve on the BOD at any one time.
- 5.10 Vacancies on the BOD between elections will be filled by the appointment of an eligible member in good standing by the BOD, and as approved by a majority vote of the BOD.
- 5.11 Term of office will be two (2) years for all officers (President, Vice-President, Secretary and Treasurer). The term of office for Regional Directors will be one year.
- 5.12 Officers will assume their duties May 1 of the year for which they are elected.
- 5.13 The President may serve a maximum of two (2) consecutive terms before standing down.
- 5.14 Election of officers will be in alternate years, with President and Vice-President elected one year, and Secretary and Treasurer elected the following year.
- 5.15 The remaining BOD members may serve any number of terms consecutively or otherwise to which they are elected.

- 5.16 Regional Directors must reside in the area which they represent.
- 5.17 If there is no nomination for a Regional Director, the BOD may appoint an interim person, who must be an eligible Member in good standing, from the region to serve as Regional Director for the year.
- 5.18 Correspondence, files, pictures, equipment and any other records generated or received regarding Club business while serving on the BOD are the property of the Club. Electronic records of Club business are to be maintained where possible and stored in a private section of the SAC web site. The BOD will ensure access is given as appropriate. These records and/or equipment are to be forwarded within thirty (30) days to the next person filling that position, or the President, upon ceasing to serve in that position. Failure to do so, or unauthorized interference with any of the Club records, will result in the matter being referred to the Discipline Committee.

Article 6: Finances

The BOD, in accordance with the Bylaws, will execute the defined process for proper financial and fiscal responsibilities, including:

- 6.1 Defining the Club's fiscal year.
- 6.2 Budgeted financial expenditures and income.
- 6.3 Schedule of fees.
- 6.4 Approval and payment of regular expenditures.
- 6.5 Approval and payment of emergency material expenditures.
- 6.6 Bank account management.
- 6.7 Issuance of payments.
- 6.8 Financial records and financial statements.

Article 7: Voting, Nominations & Elections

7.1 Voting

- 7.1.1 The BOD is responsible for the day-to-day operations of the Club and is therefore empowered to make motions that affect only such activities, and vote on those motions accordingly.
- 7.1.2 The BOD is required to obtain approval of the members through a ballot vote as follows:
 - a) Any material financial expenditures requiring a motion that are not standard operating expenses require a simple majority (50% + 1) of at least twenty (20) votes cast, or votes cast returned by a

- minimum of fifteen (15) percent of the eligible membership, whichever is greater, to be accepted.
 - b) Any Bylaw and procedural changes, including fees schedule changes and edits require a simple majority (50% + 1) of at least twenty (20) votes cast, or votes cast returned by a minimum of fifteen (15) percent of the eligible membership, whichever is greater, to be accepted.
 - c) Any fundamental changes involving the direction of the Club, changes to the Constitution, Code of Ethics, Samoyed Breed Standard changes, and other significant items involving membership rights require approval from 2/3 of the complete eligible voting membership (i.e., super majority). See [Article 11](#).
- 7.1.3 Unless otherwise identified in this Constitution, all other motions will be voted on by the BOD, with a simple majority vote rule.
- 7.1.4 For ballot votes to the membership, the process as defined in [Article 5](#) of the Bylaws, will be followed.
- 7.1.5 Quorum Requirements. In the absence of a quorum no motions can be voted upon; for the purposes of voting by the Members of the BOD at a BOD meeting, the quorum will be five (5) BOD Members including a minimum of two (2) Club officers.

7.2 Nominations & Elections

- 7.2.1 The BOD, in accordance with the Bylaws, will execute the defined process for nominations to the BOD, and corresponding elections, to ensure that proper processes are followed.

Article 8: Committees

- 8.1 The BOD may, from time to time, appoint such Committees and/or Chairpersons to assist in the operations of the Club; examples include, but are not limited to:
- a) Constitution & Bylaws Committee/Chair
 - b) Education Committee/Chair
 - c) Nominations Committee/Chair
 - d) Historian Committee/Chair
 - e) Rescue Committee/Chair
 - f) ROMC (Register of Merit Canada) Committee/Chair
 - g) Awards Committee/Chair
- 8.2 The BOD is to fix the duties to be performed and fix the term of appointment.
- 8.3 Any Committee / Chair appointment may be terminated by a majority vote of the BOD upon written notice being sent to the appointee.

- 8.4 The BOD may appoint a successor to the person whose services have been terminated.
- 8.5 Correspondence, files, pictures, equipment and any other records generated or received regarding Club business while serving on a Committee, or in any other official position, are the property of the Club. Electronic records of Club business are to be maintained where possible and stored in a private section of the SAC web site. The BOD will ensure access is given as appropriate. These records and/or equipment are to be forwarded within thirty (30) days to the next person filling that position, or the President, upon ceasing to serve in that position. Failure to do so, or unauthorized interference with any of the Club records, will result in the matter being referred to the Discipline Committee.

Article 9: Discipline

- 9.1 The Club may discipline or expel any member, including a member of the BOD, for violations of the Code of Ethics.
- 9.2 Any member of the Club who is suspended, debarred, deprived, expelled, or whose membership has been terminated by the CKC's Discipline Committee, shall be suspended from the privileges of the Club for a like period.
- 9.3 The BOD, in accordance with the Bylaws, will execute the defined process for disciplinary action.

Article 10: Code of Ethics

- 10.1 The Club will establish a Code of Ethics for its members.
- 10.2 The Code of Ethics must be approved or amended by the membership in accordance with [Article 11](#) of this Constitution.
- 10.3 All members are expected to support the objective of the Club and to adhere to the Code of Ethics of the Club.

Article 11: Amendments

The term 'amendments' refers to proposed changes to:

- a) The Club Constitution.
- b) The Club Bylaws.
- c) The Club Code of Ethics.
- d) The Samoyed Breed Standard as approved by the Club and CKC.
- e) Other significant initiatives.

- 11.1 A motion for a proposed Amendment may be presented to the BOD at any time.
- 11.2 A motion for a proposed Amendment must be submitted to the BOD in writing, which can include electronic media submission, by any eligible (subject to [Article 2.2](#) of the Bylaws) member in good standing.
- 11.3 The submission of a motion for a proposed Amendment is to include the motion, the reason for the motion, the member making the motion, and a member identified as the seconder for the motion.

A motion for a proposed Amendment will be submitted to the BOD for first reading. This is not an approval of the amendment, but an approval to publish the amendment for membership comment and/or further amendment.
- 11.4 Once the BOD has approved the publication of a motion for a proposed Amendment, the motion is to be published in the next edition of the Bulletin and on the SAC member website for a period of not less than 90 days.
 - i Members may provide comments and proposed amendments to the original motion during this period.
 - a) Member's comments can be provided in writing or electronically directly to the BOD.
 - b) A member motion to propose further amendment(s) to the original motion must be submitted to the BOD in writing (including an electronic media submission) by any eligible member (subject to [Article 2](#) of the Bylaws) in good standing, and must include the motion, the reason for the motion, the member making the motion, and a member identified as the seconder for the motion and must be received prior to the deadline.
 - ii After the deadline, the final motion, or motions, of the proposed Amendment will be published in the next edition of the Bulletin and on the SAC member website. Voting ballots will be distributed to the members directly thereafter according to the process defined in [5.1.2](#) of the Bylaws.
- 11.5 Approval of Amendment(s) will be as defined in [Article 7](#) of this Constitution.

Article 12: Liability

- 12.1 The Club is an association, not a partnership, and the limit of the liability of any member will be to the extent of their membership fees.
- 12.2 The BOD, and any individual Board Member, will be held free of liability for their action(s) provided they are acting within the law, in good faith, and in the best interest of the Club.

Article 13: Dissolution

- 13.1 Dissolution of the Club requires a three-quarter (3/4 or 75%) majority of the entire membership eligible to vote.
- 13.2 The membership must indicate their concurrence by submitting their signatures on a ballot approving the dissolution. Electronic voting will not be allowed for a Dissolution motion.
- 13.3 After paying the outstanding debts, any residual asset is to be distributed as determined by a majority vote of the Membership, and as per CKC and all relevant legal requirements.

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Article 1: Interpretation

In these Bylaws:

- 1.1 “BOD” means the Board of Directors of the Samoyed Association of Canada.
- 1.2 “Bulletin” means the official communication of the Samoyed Association of Canada as defined in this Constitution. The Bulletin is published under the name “Sammy News”.
- 1.3 “CKC” means the Canadian Kennel Club.
- 1.4 “Club” means the Samoyed Association of Canada.
- 1.5 “Member” means any member of the Club, in good standing, as determined in accordance with this Constitution and Bylaws.
- 1.6 “Secretary” means either Secretary or Secretary/Treasurer if the positions are combined.
- 1.7 Words indicating the singular number include the plural, and vice versa.

Article 2: Membership

2.1 Membership Year

- 2.1.1 The membership year will be May 1 to April 30 of the next year.
- 2.1.2 Dues are payable by April 30 of each year; notice to this effect is to be included in the November Bulletin and on the SAC member web site.
- 2.1.3 All members are to fill out and return an annual renewal membership form as reasonably determined by the BOD.
- 2.1.4 If the dues of any member remain unpaid by April 30 of any year, their membership and all related privileges will be suspended.
- 2.1.5 The list of members eligible to vote will be published in the May Bulletin and on the SAC member website.
- 2.1.6 Members may be reinstated upon payment of dues before June 1st after which time membership shall lapse.

2.2 Membership Classifications

Unless otherwise identified as specific requirements detailed under each membership class, all memberships must meet the following criteria:

- i Members must be residents of Canada, who are 18 years of age or older (see Junior Membership and Associate/Foreign Membership for exemptions).
- ii Members are required to pay membership dues as established by the Club.
- iii Members are expected to support the objectives of the Club and adhere to the Code of Ethics of the Club.

- iv Members are entitled to receive access to a copy of the Bulletin, the cost being part of the membership fee.
- v Members must not be suspended, debarred, deprived, expelled, have their membership terminated by the CKC's Discipline Committee; such actions by CKC will result in the Member facing disciplinary actions of the Club as outlined in [Article 9](#) of this Constitution, and [Article 6](#) of these Bylaws.

2.2.1 Individual Membership

- a) Individual Members must be owners of or have owned in the last twelve (12) months, a purebred Samoyed(s) registered with the CKC or other official registering body recognized by the CKC (i.e., American Kennel Club, FCI, etc.).
- b) Individual Members have all rights offered by the Club, which include, but are not limited to, moving and voting on resolutions and the holding of office (must also be a member of the CKC to hold office in the Club).

2.2.2 Family Membership

- a) Family Membership shall be available to any two adults (18 years or older) who reside at the same address. Each person has one vote but only one may hold office at a time.
- b) Family Members must be owners of, or have owned in the last twelve months, a purebred Samoyed(s) registered with the CKC or other official registering body recognized by the CKC (i.e., American Kennel Club, FCI, etc.).
 - i Each Family Member is not required to individually own a Samoyed. The Samoyed(s) may be owned jointly or owned by the other family member.
- c) Family Members have all rights offered by the Club, which include, but are not limited to, moving and voting on resolutions (only two (2) votes per Family Membership) and the holding of office (must also be a member of the CKC to hold office in the Club).

2.2.3 Junior Membership

- a) Junior Membership is available to individuals who are between 12 and 17 years of age, who may or may not reside in Canada.
- b) Junior Members should, but are not required to, own a purebred Samoyed registered with the CKC, or other official registering body recognized by the CKC (i.e., American Kennel Club, FCI, etc.).
- c) A Junior Member may participate in all Club events, enter into

discussion, and offer opinions, but may not be involved in the administration of the Club, including voting or the holding of office in the Club.

2.2.4 Associate/Foreign Membership

- a) Associate/Foreign Membership is available to individuals who may or may not be residents of Canada.
- b) Associate/Foreign Members should, but are not required to, own a purebred Samoyed registered with the CKC, or other official registering body recognized by the CKC (i.e., American Kennel Club, FCI, etc.).
- c) Associate/Foreign Members are required to pay membership dues as established by the Club, *except* those Associate/Foreign Members granted one (1) year complimentary membership as a result of adopting a Rescue Samoyed through the Club Rescue program, or other breed-related Rescue program, as approved by the BOD.
- d) An Associate/Foreign Member may participate in all Club events, enter into discussion, and offer opinions, but may not be involved in the administration of the Club, including voting or the holding of office in the Club.

2.2.5 Life Membership

- a) Individuals are eligible for Life Membership after 25 years of continuous Individual Membership, or 25 years of cumulative membership except in the case of loss of membership as a result of CKC and/or SAC disciplinary action; the first year the member is recorded on the membership rolls will be considered year one.
- b) The years counted toward Life Membership are calculated for each person, regardless of whether they are Individual or Family members.
- c) If one member of a Family Membership is granted Life Membership and the other member is not eligible for Life Membership, then the other member should renew the next year as an Individual Member.
- d) An Individual Member does not need to apply for Life Membership. It will be automatically granted by the Board.
- e) Life Members are not required to own a purebred Samoyed registered with the CKC, or other official registering body recognized by the CKC (i.e., American Kennel Club).
- f) Life Members are not required to pay dues; however, they must

return the annual membership renewal form to continue their membership.

- g) Life Members are eligible to participate in all the rights of Individual membership of the Club including holding office and voting on motions (must also be a member of the CKC to hold office).

2.3 Application for Membership

- i Signed Applications for Membership in the SAC are to be submitted to the Secretary, either via regular post mail or electronically through the SAC website and must include the applicable dues.
- ii The Application must include one sponsor for the Applicant, the sponsor being an Individual Member, one member of a Family Membership, or Life Member, of the Club in good standing.
 - a) The sponsor must have been a member in good standing of SAC for a minimum of two consecutive years.
- iii Individual Members, Family Members, Junior Members, and Associate/Foreign members must individually apply and be approved by the BOD.
- iv The BOD will review and approve for publishing, the Application for Membership and the information that is reasonably required from the applicant.
- v The Secretary will publish a list of Applications for Membership on the member section of-the SAC website.
- vi Members have thirty (30) days from date of publishing to comment or object to the application for membership provided the objection is based upon, but not limited to, ethical considerations such as violations of the Code of Ethics or being under suspension, debarment, expulsion, or whose membership has been terminated by the CKC, or conviction of cruelty to animals by a court of law. The BOD will consider the objection in determining the status of the applicant.
- vii The BOD must then approve or reject the applicant based on information received.
- viii The Secretary will inform the member(s) in writing of the status of the application. If the membership application is rejected, the applicant will be notified with an explanation and the return of application fees.

2.4 Change in Membership Classification

2.4.1 Change in classification from Individual to Family.

- i If the proposed Family Membership includes an individual who is

not currently a member of SAC, the new individual must submit an application for new membership and pay the appropriate fee.

- a) The application for membership will be processed as outlined in [Article 2.3](#) of these Bylaws.

2.4.2 Change in classification from Family to Individual.

- i The request for change in classification should be made to the Board in writing.
- ii No additional fees will be charged for this change in Membership Classification.
- iii The affected member(s) should renew as Individuals for the next membership year.

2.5 Termination of Membership

Termination of membership may result from the failure to renew membership, resignation, or expulsion from the Club as a result of Disciplinary Committee and BOD ruling, or as a result of deprivation, suspension, debarment, expulsion or termination of membership in the CKC, or conviction of the cruelty to animals by a court of law.

Article 3: Board of Directors

3.1 The duties and responsibilities of the officers of the Club are as follows:

- a) President
 - i The President will have overall responsibility for the management of the Club and ensuring the Articles of this Constitution, Bylaws, established policies, and Club resolutions are carried out.
 - ii The President will be an ex-officio member of all BOD appointed committees.
 - iii The President shall preside over all BOD meetings.
- b) Vice-President
 - i The Vice-President will be prepared to fill in as President in the case the President is not able to continue with his/her duties.
 - ii The Vice-President will be prepared to assist the President in duties or tasks assigned by the BOD or the President.
 - iii In the absence of the President, the Vice-President assumes all the duties and responsibilities of the President.

- c) Secretary
 - i The Secretary shall ensure the records of the Club are maintained in accordance with good governance.
 - ii The Secretary is responsible for the official Club correspondence to the CKC, other agencies, and the members.
 - iii The Secretary shall ensure that the ballots are prepared, distributed, and received by the members of the Club in accordance with the Club Constitution and Bylaws.
 - iv The Secretary will receive the membership applications and renewal forms and report this to the BOD and the membership. The monies will be forwarded to the Treasurer.
- d) Treasurer
 - i The Treasurer shall collect the monies of the Club and deposit them in the Club's bank account.
 - ii The Treasurer shall pay the bills and issuing the cheques for the Club.
 - iii The Treasurer shall provide financial reports to the BOD and the Club as required.
 - iv In the combined position of Secretary/Treasurer, all the duties as outlined for each position will apply.
- e) Regional Directors
 - i The Regional Directors are to receive comments from members in their region and to represent the views of the region to the BOD.
 - ii The Regional Directors are to represent the Club and the BOD to the Club members of their regions.
 - iii The Regional Directors are to be available to help the BOD, and the President and/or BOD may assign additional duties.
- f) Editor - Optional
 - i The Editor is responsible for publishing the official Club Bulletin in accordance with the Club Constitution and Bylaws.
 - ii The BOD will develop and oversee any policies for the Club Bulletin, as approved by the membership. These will include issues of editorial comment, advertising rates, format, membership column, etc.

- 3.2 Pursuant to their fiduciary duties and good governance, BOD Members are required to protect and hold confidential all non-public information obtained due to their position on the BOD, absent the express or implied permission of the BOD to disclose such information. Accordingly:
- a) No BOD Member shall use Confidential Information* for his or her own personal benefit or to benefit persons or entities outside the Club.
 - b) No BOD Member shall disclose Confidential Information* outside the Club,

either during or after his or her service as a Board Member, except with authorization of the BOD or as may be otherwise required by law.

*“Confidential Information” is all non-public information entrusted to or obtained by a BOD Member by reason of his or her position as a BOD Member of the Club. It includes, but is not limited to, non-public information that might be harmful to the Club and/or any of its members if disclosed, such as non-public information about discussions and deliberations relating to business issues and decisions, between and among Club members and/or BOD Members.

Article 4: Finances

- 4.1 The fiscal year of the Club will be May 1 to April 30 of the next year.
- 4.2 The Treasurer is to present a Budget for the following fiscal year to the BOD two (2) BOD meetings prior to the deadline for the May Bulletin; the earlier meeting to present the Budget for discussion, and the second meeting to present any revisions for final review before the May Bulletin deadline.
- 4.3 The outgoing BOD will publish the budget in the May Bulletin for the members’ information, review, and comment; Club membership approval of the budget is not required.
- 4.4 The budget will outline normal expenditures as well as any extraordinary expenditure(s) for new initiatives that the BOD may be recommending to the membership.
- 4.5 The BOD will submit a schedule of all fees in the May Bulletin with the budget.
- 4.6 The budget will include recommendations for adjustments in fees if required. Fees are to be only what is required to operate the Club or to reasonably cover expenses.
- 4.7 Adjustment to the schedule of fees requires the approval of the membership.
- 4.8 The BOD may approve expenditures of monies for routine budgeted items of the Club.
- 4.9 Unbudgeted / emergency material expenditures* are to be approved by a majority vote of the eligible membership prior to the expenditure; ‘material’ meaning any large expenditure in amounts that exceed twenty-five (25) percent of the budgeted costs, or an unforeseen expenditure of five-hundred dollars (\$500) or more, whichever is less.
*NOTE: This is applicable only to SAC general operating funds and does not include emergency expenditures from the Rescue Fund. All expenditures from the Rescue Fund are to be approved by majority vote of the BOD.
- 4.10 Requests for material expenditures may be published in any edition of the Bulletin. The normal procedures for motions as defined in Bylaws [Article 5.1.1](#) will be followed.
- 4.11 A bank account is to be opened in the name of the Club and shall be maintained by the Treasurer.
- 4.12 Cheques on this account will require the signatures of two of the three signing

officers. Signing officers will be the Treasurer, President, and Vice-President, and details of any cheques issued are to be included in the next Treasurer's Report.

- 4.13 Electronic payments from the bank account are to be authorized in writing, including via electronic media, by a majority vote of the BOD, and the details are to be included in the next Treasurer's Report.
- 4.14 The BOD will submit a 'year-end' final financial statement to be published in the August Bulletin.
- 4.15 The Financial Records will be available for an annual financial review as directed by the BOD and be available for inspection by any member upon reasonable written request.

Article 5: Voting, nominations & elections

5.1 Voting

5.1.1 Non-Amendment Motions

NOTE: In this Article 5, Section 5.1.1., "motion" refers to any motion to be placed before the membership for a ballot vote other than a motion(s) related to proposed Amendments as addressed in Article 11 of the SAC Constitution.

- a) Any motion may be presented to the BOD at any time.
- b) A motion is to be submitted to the BOD in writing, which can include electronic media submission, by any eligible member in good standing.
- c) The submission of a motion is to include the motion, the reason for the motion, the member making the motion, and the member identified as the seconder for the motion.
- d) A motion is to be submitted to the BOD for first reading approval. This is not an approval of the motion, but an approval to publish the motion for membership comment and/or further amendment.
- e) The motion will be published in the next Bulletin and on the SAC member website following approval by the BOD for such publication.
- f) Comments and proposed amendments will be published in the subsequent Bulletin.
- g) Emergency Club motions may be through any medium acceptable to the BOD provided all members are contacted and provided an opportunity to comment and to vote. NOTE: This does not include emergency motions related to Rescue issues.

5.1.2 Ballot Voting

For all membership ballot votes on motions, including Amendment and Non-Amendment motions, the process is defined as follows:

- a) The Secretary will make voting available to the members by paper ballot or via electronic means approved by the BOD within thirty (30) days after the comments and proposed amendments have been published in the Bulletin and on the SAC member website.
- b) One vote is allowed per eligible Individual and Life Member, and two votes per Family Membership. Proxy votes are not permitted.
- c) The BOD will ensure that proper processes are followed to clarify voting procedures, and that ballots are recorded to confirm only eligible members vote or have voted.
- d) For paper ballots distributed by postage, the Secretary will provide an envelope for each eligible ballot for the vote to be returned to the Secretary.
- e) All voting must occur within 30 days of availability of voting regardless of the means of voting.
- f) Approval of all motions will be as defined in [Article 7](#) of this Constitution.

5.2 Nominations & Elections

- 5.2.1 The BOD shall appoint a Nominations Committee/Chair at the time the call for Nominations is announced. Members of the Nominations Committee are not eligible to stand for office.
- 5.2.2 Nominations for positions on the BOD are to be received by the Nominations Committee Chair in time to have them published in the February Bulletin and on the SAC member website.
- 5.2.3 Nominations are to be submitted in a form approved by the BOD by an Individual, Family or Life Member with confirmation that the Nominee will stand for election in that position.
- 5.2.4 All Nominations must have an identified member as a seconder.
- 5.2.5 If more than one Nomination is received for any position, the Nominations Committee will make voting available to the members by paper ballot or via electronic means approved by the BOD within thirty (30) days after the nominations have been published in the Bulletin and on the SAC member website.
- 5.2.6 One vote is allowed per eligible Individual and Life Member, and two votes per Family Membership. Proxy votes are not permitted.
- 5.2.7 Votes are to be submitted to the Nominations Committee Chair by April 15. The Elections Committee should tabulate results and pass

them on to the President within 10 days. The candidate receiving the most votes will be declared successful.

- 5.2.8 In the event of a tie, all candidates involved in the tie count will be informed in writing of the tie, and there will be a recount. Should the recount also end in a tie, the candidates will be notified, and have an opportunity to address the BOD directly at the next BOD meeting. At that time, the BOD will appoint, via simple majority vote, the candidate for that position for the term.
- 5.2.9 A list of the successful candidates will be published in the May bulletin and on the SAC member web site.
- 5.2.10 The new BOD will take office on May 1.
- 5.2.11 The BOD will ensure that proper processes are followed to confirm voting is fair and only members of a region vote for the Regional Director.

Article 6: Discipline

In conjunction with [Article 9](#) of this Constitution, the BOD is responsible for addressing complaints regarding Members, as follows.

- 6.1 A complaint against a Club Member may be filed and considered by the BOD when all the following conditions are met:
 - a) The complaint must be signed and submitted by two (2) unrelated Individual, Family, or Life Members in good standing.
 - b) The complaint must be by written complaint, via regular post mail or via email or online means, and forwarded to the Secretary, or appropriate Regional Director, to be presented to the BOD.
 - c) The complaint must be received by the Secretary, or appropriate Regional Director, within thirty (30) days of discovery of and/or witness to any alleged misconduct prejudicial to the best interests of the Club and/or breed.
- 6.2 Upon receipt of a complaint, the BOD will expediently appoint a Discipline Committee, including a Chair.
- 6.3 The Complaint must be in writing and in sufficient detail to outline the issues and must be submitted with applicable fees as per the Club fee schedule. The fees will be refunded if the complaint is upheld.
- 6.4 The complaint will be sent to the Chair of the Discipline Committee, and a copy of the complaint will be sent to the defendant within ten (10) days.
- 6.5 The defendant will then have thirty (30) days to address the complaint, and forward to the Discipline Committee a formal, signed letter of explanation and/or proof of innocence, with whatever relevant documentation is to be considered required (witness statements, etc.).

- 6.6 The Discipline Committee will investigate the complaint, request additional information and meet with the individuals if appropriate and practical.
- 6.7 The defendant may request a hearing within the thirty (30) days which must be accepted by the Discipline Committee – the media in which the hearing will take place will be agreed upon by all parties.
- 6.8 The defendant shall have the right to any representation they desire.
- 6.9 The Discipline Committee will make every effort to complete the investigation and determine a recommendation for the BOD within sixty (60) days of any hearing; an extension is optional with the approval of the BOD.
- 6.10 The Discipline Committee will make an appropriate recommendation to the BOD, in writing, which may range from dismissal of the complaint, a letter of censure, a fine, and / or expulsion from the Club.
- 6.11 The disciplined member may appeal the decision to the BOD, who will review the report of the Discipline Committee, make any additional investigations they feel are appropriate and make a judgment which may range from upholding the Discipline Committee judgment, return the file back to the Discipline Committee for further review, or dismiss the file.
- 6.12 In any case involving the expulsion and disbarment of a member from the Club, a three-quarter (3/4 or 75%) majority of the BOD members eligible to vote is required to uphold the recommendation of the Discipline Committee.
- 6.13 The BOD will ensure that in any of the Discipline procedures, the laws of natural justice as Canadians understand will apply.

Article 7: Official Club Bulletin

- 7.1 The Club will publish an official Bulletin, which will be available to the membership via electronic access on the SAC member website. In cases where members are unable to access the internet, hard copies of the Bulletin will be mailed to them. The BOD must approve any new requests for mailing of hard copies of the Bulletin, and a surcharge may be applied to the cost of membership.
- 7.2 The name of the official Bulletin will be the Sammy News.
- 7.3 The intent of the Bulletin is to communicate to the membership, to provide a forum for members to communicate with each other, to provide a record of Club business and activities, and to educate and to entertain.
- 7.4 The Editor, in consultation with the BOD, will determine the nature of the Bulletin, the appearance, and editorial content.
- 7.5 The Editor will maintain objective, fair, and supportive editorial and advertising processes in the production of the Bulletin.
- 7.6 The Bulletin will be published four times a year; February, May, August, and November. Every effort will be made to publish at these times; however, unforeseen circumstances may prevent timely publishing of the Bulletin. The

- BOD will notify all members of any such delays.
- 7.8 Revenues to support the costs of the Bulletin will come from advertising, membership fees and general Club revenues.
 - 7.9 Pricing related to fees for advertising, etc. in the Bulletin will be established by the BOD and published in each Bulletin.
 - 7.10 A copy of each published Bulletin is to be kept for Club records, either in hard copy or electronic format.