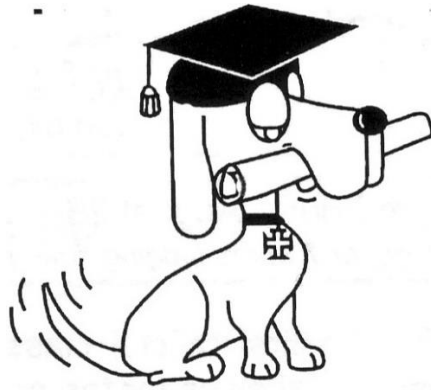


**FORBIDDEN PLATEAU OBEDIENCE & TRACKING SOCIETY
CONSTITUTION AND BYLAWS**



June, 2014

FORBIDDEN PLATEAU OBEDIENCE & TRACKING SOCIETY

CONSTITUTION & BYLAWS

CONSTITUTION

- 1) The name of the Society shall be the Forbidden Plateau Obedience and Tracking Society.
- 2) The purposes of the Society are:
 - a) To promote interest in the obedience and tracking training of all dogs.
 - b) To promote an awareness in the general public of their responsibilities as dog owners.
 - c) To promote participation in obedience trials and tracking tests.
 - d) To hold obedience trials, tracking tests, demonstrations and other contests, and to do all other things to promote public interest in the objects of the society.
 - e) To hold regular meetings for the purpose of conducting society business and promoting obedience and tracking training.
 - f) To conduct regular classes for the obedience training of dogs.
- 3) The operations of the society are to be carried on in School District #71 (Comox Valley). This provision is unalterable.
- 4) The geographical boundaries of School District #71 are: North – Oyster River, South – Mud Bay, East – Georgia Strait, West – Forbidden Plateau. This provision is unalterable.

Forbidden Plateau Obedience & Tracking Society

Code of Ethics

1. All Members will conduct themselves in a manner which reflects credit upon themselves and the Society. Members will not participate in any act which may bring the name of the Club or any of its members into disrepute.
2. Members will not speak in a defamatory manner of others in the Society, nor of their dogs.
3. Members using Forbidden Plateau Obedience & Tracking Society online forums (Club run e-mail groups and / or social media etc) will not use these online forums to criticize other Members personally or to criticize the Society. Reasonable and legitimate concerns should be brought to the attention of the Executive directly or to a General Meeting of the Society
4. Members should ensure that their dogs are not a nuisance to their neighbours or the community and that they are properly controlled at all times. Members should try to do all they can to foster good relations between dogs, their owners and the community.

BYLAWS

ARTICLE I

Membership

1. The members of the society are the applicants for the incorporation of the Society, and those persons who subsequently become members, in accordance with these bylaws, and, in either case, have not ceased to become members.
2. Membership shall not be restricted as to residence.
3. Any person shall be eligible for membership if they agree to uphold the Constitution and Bylaws and abide by the Code of Ethics of this society. A person may apply by submitting an application form to the executive for membership in the Society, and on acceptance by the executive, is a member
4. Any individual rejected for membership by the Society must be provided with a written explanation
5. The membership year shall be September 1 to August 31.
6. Membership types shall be:

- a. Ordinary Membership: Ordinary membership shall be restricted to persons 16 (sixteen) years of age or older.
 - b. Associate Membership: Associate membership shall be available to any person, including those under 16 (sixteen). Associate members are not eligible to vote or hold office on the Executive.
 - c. Family Membership: Family Membership shall be available to two (2) or more people in the same family. A maximum of two (2) adults shall each be entitled to Ordinary Member privileges. All other members of the family shall be Associate Members.
 - d. Lifetime Membership: Lifetime Members shall enjoy all of the privileges of Ordinary Membership and shall be free from payment of annual dues. The Membership Secretary shall notify the Executive annually of any and all Ordinary or Family Members (non-lifetime) who have completed 15 (fifteen) or more consecutive years of membership. In recognition of their commitment and contributions to the Society, the Executive may honour these Members with Lifetime Membership at the next Annual General Meeting of the Club.
 - e. Founding Membership: Founding Members are those who formed Forbidden Plateau Obedience & Tracking Club in 1973, which later became the Society. Founding Members shall enjoy all of the privileges of Ordinary Membership.
7. A person ceases to be a member of the society:
 - a. By delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society.
 - b. On his or her death or, in the case of a corporation, on dissolution.
 - c. On being expelled, or
 - d. On having been a member not in good standing for 12 consecutive months.
 8. A member may be expelled by a special resolution of the members passed at a general meeting.
 - a. The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - b. The person who is the subject of the proposed resolution of expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
 9. All members are in good standing except a member who has failed to pay his or her current annual membership dues, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.
 10. Termination of membership may occur as the result of resignation, failure to renew Society membership by Nov. 30 of the membership year, expulsion by the Society, or as a result of deprivation, suspension, debarment, expulsion or termination of Canadian Kennel Club membership as imposed by the Canadian Kennel Club's Discipline committee.

Membership Dues

1. Membership dues will be reviewed and set at Annual General Meetings. Family Membership dues shall be one and a half (1.5) times the Ordinary Membership dues.
2. Dues are payable at the start of every Society year, which is September 1.
3. Members joining the society at any time during the year shall pay the regular dues for the remainder of that Society year.
4. Membership dues are non-refundable and non-transferable.

Resignation

1. If an executive or general member wishes to resign, he/she must do so by placing a letter of resignation before the Executive and stating his or her reasons.
2. Resignations shall be effective immediately unless otherwise arranged.
3. Any Executive member who is in default of his/her dues by November 15 of the membership year, shall be notified in writing or by electronic mail, by the secretary. If the default continues another 15 days the Executive member is considered to have resigned.

Dissolution

1. The Society may be dissolved at any time by providing to the Canadian Kennel Club written documentation signed by at least two-thirds (2/3) of the members of that -Society who are in favour of this decision; proxies are not permitted

ARTICLE II

Complaint Procedures

1. Any person, whether a member of the Society or not, shall have the right to lay a complaint with regard to any matter relating to the Society's objectives or activities. Complaints shall be submitted in writing to a member of the Executive, and shall provide sufficient information of the act or omission which form the grounds of the complaint. All information provided to the complainant or defendant shall be provided to the other party.
2. Upon receipt of a letter of complaint, the Executive shall appoint a Discipline Committee which they deem to be impartial in the hearing of the complaint.
3. The notice of the hearing of the complaint shall be given to both the defendant and the complainant, 30 days prior to the hearing date.
4. It is at the discretion of the Chair of the Discipline Committee to postpone a scheduled hearing when the principles of natural justice are best served by doing so.

5. Any request by the parties to a complaint to postpone a hearing must be received by the Chair of the Discipline Committee at least 5 days prior to the date fixed for the hearing.
6. The Discipline Committee will report any findings and recommendations to the Executive.
7. The Executive shall follow the Disciplinary measures as detailed in the section "Discipline".

Discipline

1. Any person who in the opinion of the Executive acts in a manner contrary to the Constitution, Bylaws, or Code of Ethics of this Society shall be warned in writing of the possibility of suspension.
2. After two such warnings the Executive shall have the power to suspend any member for a period of not more than six months.
3. A suspended member may appeal such suspension to the membership of the Society. A special meeting shall be called after the membership has been notified in writing of the time, place and reason for the meeting. After the Executive and the defendant have explained their positions the membership shall vote by secret ballot. A two-thirds majority is necessary to uphold the suspension.
4. If the Executive feel a suspension is not severe enough it may recommend expulsion to the membership.
5. Online forums owned by the Society will be monitored by moderators assigned by the Executive. Moderators have the authority to temporarily place on moderation individual members or the entire forum at their discretion until the next general meeting if they feel that posts are contrary to the Constitution, Bylaws, or Code of Ethics of the Society.

Article III

Meetings

1. General meetings shall be held once monthly except in July, August and December. These meetings are open to all members of the Society.
2. Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting.
3. The Executive may, when they think fit, convene an Executive meeting or an extraordinary general meeting.

4. The President or the majority of the Executive, shall have the authority to call a special meeting of the Executive by providing each Executive member with at least forty-eight (48) hours' notice.
5. A quorum for all meetings must have a majority of the executive present but shall never have less than 3 Executive present.
6. All Ordinary, Family, Lifetime, or Founding members who are 16 years of age and over, and who are in good standing, will be allowed voting privileges. A maximum of two votes is allowed for a Family membership. Each voting member must be present in order to cast a vote. Associate Members are not allowed voting privileges.
7. In the future the Society may become large enough to warrant establishment of Executive meetings. In such cases the Executive shall meet at such times and places as the President shall deem advisable.
 - a. A quorum for all meetings of the Executive shall consist of a majority of the members of the Executive.
 - b. Notice
 - a. Notice of a general meeting must specify the place, day and hour of the meeting, and in the case of special business, the general nature of that business.
 - b. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
8. The first Annual General Meeting of the Society must be held not more than 15 months after the date of incorporation and after that an Annual General Meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding Annual General Meeting.

Proceedings at General Meetings

1. Special business is
 - a. All business at an extraordinary general meeting except the adoption of the rules of order, and;
 - b. All business conducted at an annual general meeting, except the following:
 - i. The adoption of rules of order;
 - ii. The consideration of the financial statements;
 - iii. The report of the directors;
 - iv. The report of the auditor, if any;
 - v. The election of directors;
 - vi. The appointment of the auditor, if required;
 - vii. The other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issues with the notice convening the meeting.

2.
 - a. Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at *any* time when a quorum is not present.
 - b. If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - c. A quorum is 3 members Executive present or a greater number that the members may determine at a general meeting.
3. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
4. Voting
 - a. An Ordinary member in good standing present at a meeting of members is entitled to one vote.
 - b. Voting is by a show of hands except for elections and amendments to the constitution and bylaws, where a secret ballot will be held.
 - c. Voting by proxy is not permitted.

Notices to Members

1. A notice may be given to a member, either personally or by mail or by electronic mail to the member at the member's registered address.
2. A notice sent by mail is deemed to have been given on the third day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put into a Canadian Post Office receptacle.
 - a. Notice of a general meeting must be given to:
 - i. Every member shown on the register of members on the date notice is given, and
 - ii. The auditor, if applicable
 - b. No other person is entitled to receive a notice of a general meeting.

Committee Appointment and Termination

1. The Executive shall appoint members of committees as these are deemed necessary
2. The Committee shall appoint a chair from its number

3. In the event of a vacancy on the committee, the Executive shall appoint a replacement Committee member.
4. The committee shall be terminated on the completion of the task.
5. A quorum for the committee shall consist of a minimum of two members

ARTICLE IV

Officers

1. The Executive shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Head Trainer, and two Directors who will act as the Society's Association of Island Obedience Clubs representative and the Society's Membership Secretary.
2. As per C.K.C. requirements (1996), members of the Executive must be members of the C.K.C. The annual C.K.C. Membership dues of each member of the Executive will be paid by the Society.
3. Only Ordinary members in good standing may be elected to the Executive. A member cannot be elected to the Executive until after one year of active participation in the Society.
4. The general management of the Society's affairs shall be entrusted to the Executive.
5. Term of office for all Executive positions shall be for two (2) years.
6. No member shall hold the same Executive position for more than two (2) consecutive terms, a total of four (4) years.

Duties of Officers

1. ***President***
 - a. The President shall be the Chief Executive Officer.
 - b. She/he shall preside at all meetings of the Society and the Executive.
 - c. She/he shall appoint directors to take over duties and head committees as required
 - d. When requested to do so, in writing, by three (3) members of the Society, or 10%, whether less than 3 members or not, the President shall call a special meeting.
 - e. She/he shall be a member of all committees.
 - f. She/he shall vote only in the case of a tie vote.
2. ***Vice-President***
 - a. The Vice-President shall have the powers and exercise the duties of the President in case of the President's absence or incapacity.
 - b. She/he shall take the chair at any meeting when requested to do so by the President.

- c. In case of the President's resignation, the Vice-President shall take the presidency for the remainder of that term of office.

3. Secretary

- a. Shall take and keep a record of the minutes of all meetings.
- b. Issues notices of meetings of the Society and Directors.
- c. Shall be in charge of the correspondence and written notification of members of meetings when necessary.
- d. If unable to attend any meeting the secretary shall appoint another member of the executive to act as secretary.

4. Treasurer

- a. The Society will have a separate and independent bank account in the name of the Society.
- b. The treasurer shall keep accounts for the Society, collect all dues and revenue, and pay out such amounts as authorized by the Executive, and make a report at General Meetings.
- c. Shall keep the books up-to-date and open to inspection by the Executive and members upon request.
- d. As soon as possible after each Society event the Treasurer shall present to the meeting a complete Profit and Loss Statement for the event.
- e. At the first meeting of each Society year the Treasurer shall render an account of all monies received and expended during the previous fiscal year.
- f. Cheques are to be signed by any two (2) of the President, Treasurer, or Secretary, or Vice-President.

5. Directors

- a. The A.I.O.C. Representative will attend A.I.O.C. meetings and submit scores for the Hudson Trophy.
- b. The Membership Secretary will keep a list of members of the Society, along with their addresses and phone numbers.
- c. Shall carry out duties and head committees as directed by the President, or an officer acting in that capacity.
- d. The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- e. A director must not be remunerated for being or acting as the director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

6. Head Trainer

- a. The Head Trainer shall preside at all Trainers' Meetings and appoint someone to be responsible for the Trainers' Meeting report.
- b. The Head Trainer shall arrange for trainers and assistants for upcoming sessions of classes.

- c. The Head Trainer shall be responsible for the review of Trainers and Assistants and where there are areas of concern, shall take this to a Trainers' meeting and / or, if necessary, to the Executive, for further discussion and direction.
- d. The Head Trainer shall follow up negative queries with a drop-in to the said class. If necessary a Trainers' / Executive meeting shall be held to discuss and resolve the said problem.
- e. Disciplinary action may be settled at a Trainers' / Executive meeting, not necessarily at a general meeting.

7. Trainers

- a. The word Trainer refers to the Trainer of each class, not the Assistant Trainer.
- b. It is the Trainers' responsibility to see that training classes are conducted in an orderly manner.
- c. In all routine matters directly relating to the training of dogs, it is the Trainer who holds the power of final decisions.
- d. Trainers and assistants may receive certificates that may be used for classes and / or other club events, and / or seminar credits in a manner agreed upon and periodically reviewed at regular meetings.
- e. To become a Trainer or an Assistant Trainer a person must have been a Society member for one (1) year and must have trained a dog to the C.K.C. standard of the level they wish to train / assist, and be nominated by a Trainer and voted in at a Trainers' meeting by secret ballot. Trainers must have previously assisted with three (3) classes.
- f. Trainers' meetings shall be called on a regular basis, at least once before each new session of classes. A report shall be given at the next regular meeting.
- g. Trainers who have not trained a dog at Society classes or competed at any level or instructed classes, for the previous two years, shall assist one (1) complete session of classes at any level in order to re-qualify as a Trainer at their previous level.

Vacancies

1. Any vacancy, except President, occurring on the Executive during the year shall be filled for the unexpired term by a majority vote of the members at the first regular meeting following the creating of such vacancy.
2. If the position of the President is vacated, it shall be automatically filled by the Vice-President for the duration of that term.

Attendance

1. Any Executive member who misses more than three (3) regular meetings during one (1) Society year, without due cause, will be expected to resign. A letter will be sent to the

member stating that if no reasonable explanation is made within fourteen (14) days, his or her resignation will be in effect.

2. Trainers and assistants must attend trainers' meetings on a regular basis.

Borrowing

1. In order to carry out the purposes of the Society the Executive may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
2. A debenture must not be issued without the authorization of a special resolution.
3. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting.

ARTICLE V

Society Year and Elections

Society Year

1. The year of the Society shall be from September first (1st) to August thirty-first (31st).
2. All paid dues and committees shall be a for a one (1) year period starting at the commencement of the society year.
3. All elected officers hold their positions for a two year term.

Elections

1. Nomination
 - a. The Executive shall, prior to the election meeting appoint a nominating committee which shall prepare a slate of members to be nominated for each elective position.
 - b. Nominations shall also be put to the floor at the election meeting.
 - c. No person shall be nominated for an Executive position unless his / her consent thereto has first been obtained.
 - d. Only those members who have been members in good standing for one (1) year are eligible for nomination to the Executive positions.
 - e. Only those Trainers who have been instructing classes for two (2) years are eligible for nomination to the position of Head Trainer.
2. Election
 - a. The Executive shall be elected at the election meeting held in June every second year.

- b. If any position has not been filled at the conclusion of the election, the Executive in power shall elect a member as soon as a suitable person is found.
 - c. No member may hold the same Executive position for more than two (2) consecutive terms (a total of four years).
 - d. The Executive must retire from office at each Annual General Meeting of an election year when their successors are elected.
3. Voting
 - a. All voting for election of officers is to be done by secret ballot.
 - b. The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

ARTICLE VI

Obedience Training Classes

Registration

1. All people wishing to enroll in the Society's training classes must sign the following liability clause: "The Society will use due care and diligence for the welfare of all dogs and people but will not be responsible for nor assume any liability to either dogs or persons." In the cases of minors, this clause must be signed by a parent or guardian. Children under the age of 16 should be accompanied by a responsible adult.
2. At the time of registration a current certificate or proof of purchase of inoculation must be shown for every dog registered in the class.

Training Fees

1. Training fees for all classes will be charged at the going rate.
2. Refunds will be given only due to illness or injury of handler / owner / dog or for extenuating circumstances, at the discretion of the Head Trainer. Students starting late will not be charged a reduced rate.

Classes

1. Classes shall be held as agreed upon at a Trainers' meeting.
2. A sign shall be posted at all times stating that the Society is not responsible for any accident or incident.
3. A first-aid kit shall be present at every training class and dog trial
4. If any dog in a class attempts to make an unprovoked attack towards a person or dog, this case, at the discretion of the Head Trainer, may be taken to a committee consisting of the Society Executive and the trainers involved as soon as possible in order to decide

whether the dog should remain in Society classes or be directed to more specialized training.

ARTICLE VII

General

1. The official colours of the Society shall be Blue, Green and White.
2. Any point not covered in these Bylaws may be introduced by a majority vote of the Executive. However, the structure of the policies of the Society may only be changed at a meeting called for such a purpose.
3. These Bylaws may be altered or amended by a 75% majority of the members present at a meeting, by special resolution as per the Societies Act of BC; proxies are not permitted.
4. Amendments may be proposed by the Executive or petitioned from the members.
5. Notice of the proposed changes must be given to voting members in writing 14 days in advance of the meeting.
6. A defeated amendment cannot be brought to a vote again for a period of one year.
7. An inventory committee shall be appointed by the Executive. Each year-the condition and the whereabouts of the Society's possessions shall be noted.

8. All Society mail is to be directed to the Society Secretary.
9. The Society shall appoint an Awards committee to keep an up to date list of trophies and awards offered to members. The chairperson of each function should also continue to submit a list of workers with their report. It is up to each Society member to inform the Awards Secretary of which trophies he / she is eligible for. The Awards committee will make available a description of the trophies to be offered, the eligibility rules, and application forms. It is the responsibility of each member to submit a correctly filled out form to the committee by the deadline agreed upon at a regular meeting.
10. If the Society is dissolved at any time, then after the payment of all debts and liabilities of the Society the property and assets of the Society shall be donated to an organization to be decided upon at the time of this dissolution by the remaining members.