



# **BORDER TERRIER CANADA**

## **POLICY AND PROCEDURES DOCUMENT**

April 2004, (Revised April 2014, August 2014, January 2016, January 2020, January 2021, July 2022, January 2023)

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**SECTION 1: MEMBERSHIP**

**1.1 Application for Membership**

- 1.1.1 Application for Membership can be made by any adult age 19 and older by completing and submitting the Border Terrier Canada (BTC) Application for Membership properly completed and signed by two sponsoring Regular Members, a signed copy of the BTC Code of Ethics and the prescribed fee. A Member must be a Regular Member in good standing for at least two years prior to sponsoring an applicant. By signing these forms the applicant agrees to abide by the Constitution and By-laws of BTC. A new Member will be deemed to be an Associate Member. Associate Members may participate in all aspects and activities of BTC including Committees but cannot vote or hold office. Associate Members will remain Associate Members for at least 12 months after their application has been received by the Membership Chairperson. Persons who apply October 1 and later in any one year will have their membership fee applied to the following year and will be an Associate Member until the second January following receipt of their application.
- 1.1.2 The completed application(s) and fees shall be sent to the Membership Chairperson.
- 1.1.3 Applicants will be informed in writing (by email), by the Membership Chairperson of the receipt of their Application for Membership. An applicant will be informed if the application is not properly completed and signed by two sponsoring regular Members, or if the applicant does not meet the eligibility requirements for Membership in Section 1.2 of the By-laws. The names of the new Associate Members will be published in the following issue of Border Patrol.0
- 1.1.4 If more than one Member resides at an address, only one copy of official mailings will be sent to the applicants' household.
- 1.1.5 The application form may be updated from time to time, subject to the approval of the Board of Directors.

**1.2 Renewal Procedure**

- 1.2.1 Membership fees are payable as of January 1 each year. In November of each year the Membership Chairperson shall mail to each Member a Membership Renewal Form, including a self-addressed return envelope. This notification will set out the Membership fee schedule, options for payment and will request donations for trophies, rescue and/or health funds. To those Members who have not renewed by January 15<sup>th</sup>, the Membership Chairperson will send via email, a renewal reminder. A final reminder will be sent on February 1<sup>st</sup> to members whose renewals are not received by the end of January.
- 1.2.2 Members failing to submit their completed renewal form and membership fees by the first day of March will be deleted from the records and must re-apply for Membership to be re-instated.
- 1.2.3 Late renewals may be accepted by the Membership Chairperson on compassionate grounds, in the events such as hospitalization and/or other circumstances beyond the Member's control.
- 1.2.4 On properly submitting his or her Membership Renewal Form an Associate Member will, in effect, be applying to become a Regular Member.

**1.3 Membership Fees**

- 1.3.1 The Single Membership fee is \$20.00 per calendar year.
- 1.3.2 The Family Membership fee is \$25.00 per year.

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- 1.3.3 Fees for Canadian residents shall be in Canadian dollars; all others will submit fees in US dollars or by way of bank draft in Canadian dollars. The Board of Directors may alter membership fees from time to time.

### **SECTION 2: BOARD OF DIRECTORS**

- 2.1 The Board of Directors shall be the following Officers:
- President,
  - Vice President,
  - Secretary and
  - Treasurer
- plus a minimum of four Regional Directors representing a minimum of four of the six Regions across Canada. The six Regions are:
- British Columbia,
  - Prairies (Alberta, Saskatchewan & Manitoba),
  - Ontario,
  - Quebec,
  - Atlantic (New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador).
  - Yukon and Northwest Territories.
- 2.2 Per Canadian Kennel Club (CKC) policy, each Region may be represented by a maximum of three Regional Directors, residing in the region they represent and elected by members residing in that region.
- 2.3 A Regular Member may hold a specific position on the Board of Directors for up to two full consecutive terms of office, in addition to any partial term served in fulfilling a vacancy for another Board member. One term of office is equal to 3 years. A Regular Member may hold only one position on the Board of Directors at a time except as provided in sub-section 3.3.2.

### **SECTION 3: NOMINATION AND ELECTION PROCEDURES**

- 3.1 **Procedure for elections to be democratic**
- 3.1.1 The procedure for the nomination and election of Officers and Regional Directors shall be conducted by BTC in a democratic manner.
- 3.1.2 The Board of Directors may designate an independent individual or professional firm to send, receive and count the ballots.
- 3.1.3 Elections must be conducted by secret ballot. To be valid, ballots must be received by the independent individual or firm designated by the Board of Directors by the date stipulated on the ballot. Ballots shall be counted within five days of the due date by the independent individual or firm designated by the Board of Directors.
- 3.1.4 BTC will conduct nominations, elections and voting by mail with a minimum of three weeks (twenty-one days) return period for ballots.
- 3.1.5 The person receiving the largest number of votes for each position shall be declared elected. If, for any reason, a successful nominee is unable to serve, the new Board of Directors shall fill the vacancy so created in the manner provided by Section 3.4.1 of the BTC By-laws.
- 3.2 **Election of Board of Directors: Officers and Regional Directors**
- 3.2.1 Officers: The Officers of BTC shall be elected by the Regular Members nation-wide.

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3.2.2 Regional Directors: The Regional Directors shall reside in the Region they are representing and shall be elected by the Regular Members residing in that Region, or otherwise appointed by the Board of Directors.

#### **3.3 Nominating Committee and Nominations**

3.3.1 The Board of Directors shall choose a Nominating Committee before August 15 in the year of the election. The Nominating Committee shall consist of three Regular Members from different areas of Canada, plus two alternates, all Regular Members in good standing. No more than one member of the Nominating Committee may be serving on the current Board of Directors. The Board of Directors shall name a Chairperson for the Committee. The Nominating Committee may conduct its business by telephone, mail or e-mail.

3.3.2 The Nominating Committee shall nominate from among the Regular Members one candidate for each Office and one candidate for each Region to be represented and shall procure the acceptance of each nominee so selected. Candidates shall not be nominated for more than one Office or position on the Board of Directors. However, a candidate for an Officer's position may also hold a Regional Director's position if there is no one else in the Region available and willing to be nominated by the Nominating Committee. This does not preclude members from a Region nominating a Member from their Region for the position of Regional Director during the Additional Nomination period. An Officer or Regional Director may be appointed Chairperson of a Committee by the Board of Directors.

3.3.3 The Nominating Committee shall submit its slate of candidates to the Membership Chairperson. The Membership Chairperson shall send the list, electronically, which includes:

- the full name of each candidate and the name of the Province or Region in which he or she resides, and
- a list of candidates for Regional Director identifying each Region to be represented,

to each Regular Member on or before September 15 in the year of the election, so that additional nominations may be made by the Regular Members if they so desire.

#### **3.4 Additional Nominations**

3.4.1 Additional nominations by Regular Members may be sent in writing to the Membership Chairperson to be received at her or his regular or email address on or before October 15 in the year of the election, signed by one Regular Member in good standing. Each additional nomination shall be accompanied by the written acceptance of each additional nominee signifying his or her willingness to be a candidate. Nominations for Regional Directors will be accepted only from Regular Members in good standing residing in the specified Region. The nominee for such specified Region must also reside in that Region.

3.4.2 If no valid additional nominations are received by the Membership Chairperson on or before October 15 in the year of the election, the Nominating Committee's slate shall be declared elected and no balloting will be required.

3.4.3 If one or more valid additional nomination is received by the Membership Chairperson on or before October 15 in the year of the election, the Membership Chairperson or an independent individual or firm designated by the Board of Directors, shall, on or before October 31 in the year of the election, mail a ballot to each Regular Member in good standing. The ballot shall list all of the nominees for each Officer position with the name of the Province or Region in which each resides, plus the nominees for Regional Directors setting out their specified Region and stipulating that the Regular Member is to vote only for a Regional Director from his or her Region.

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- 3.4.4 A blank envelope and a return envelope addressed to the independent individual or firm designated by the Board of Directors marked "Ballot" and bearing the name of the Regular Member to whom it was sent will be included with the ballot.
- 3.4.5 So that the ballot will remain secret, each voter after marking her or his ballot shall seal it in the blank envelope, which in turn shall be placed in the second envelope addressed to the independent individual or firm designated by the Board of Directors. The second envelope containing the blank envelope containing the ballot shall be mailed to the independent individual or firm designated by the Board of Directors.
- 3.4.6 The independent individual or firm designated by the Board of Directors shall check the returns against the list of Regular Members whose dues are paid for the current year prior to opening the outer envelopes and removing the blank envelopes. The outer envelopes, after opening, shall be discarded or stored separately so that the blank envelopes containing the ballots may be opened and the ballots counted, thus maintaining the secrecy of the voting.
- 3.4.7 The results of the voting shall be certified by the independent individual or firm designated by the Board of Directors and the results shall be announced by email to all Members, and in the next issue of Border Patrol which is also sent electronically.
- 3.4.8 The ballots shall be destroyed by the independent individual or firm 30 days after the results of the voting is announced.

### **SECTION 4: VOTING– OTHER NATIONAL ISSUES, AND PROBING**

#### **SECTION 4: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS, OFFICIAL BREED STANDARD, VOTING – OTHER NATIONAL ISSUES, AND PROBING**

##### **4.1 Distribution, Counting and Destruction of Ballots**

- 4.1.1 Where a ballot is deemed necessary, such ballot shall be distributed by the Membership Chairperson or by an independent individual or firm designated by the Board of Directors. Ballots that are distributed by the Membership Chairperson, shall be counted by the independent individual or firm chosen in advance by the Board of Directors. Ballots distributed by an independent individual or firm shall be counted by such individual or firm.
- 4.1.2 All Reports, information, ballots and results and will be distributed electronically to all Members.

##### **4.2 Results of Voting, Referenda, and/or Probing**

- 4.2.1 Results of voting or probing, and amendments to the constitution and/or the breed standard will be distributed electronically to all Members.
- 4.2.2 Ballots shall be destroyed by the independent individual or firm 30 days after the results of the voting have been announced.

##### **4.3 Amendments to the Constitution and By-laws and the Official Breed Standard**

- 4.3.1 The Constitution and By-laws and the Official Breed Standard may be amended at any time. For approval, a minimum of two-thirds (2/3) of all votes cast must be in favour. See Sections 9.2 and 9.3 of the By-Laws.
- 4.3.2 A report containing the proposed changes to the Constitution and By-laws and/or the Official Breed Standard and will be distributed to all Members.
- 4.3.3 Members will be allowed four (4) weeks, from the date of distribution to respond to the report with comments and/or additional proposed changes.

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4.3.4 Eight weeks following the distribution of the initial report, a referendum ballot with a blind envelope and a self-addressed envelope will be mailed to all Regular Members. Members will be requested to return their marked ballots, in the self-addressed envelope, within 15 days.

### **4.4 Voting – Other National Issues**

4.4.1 Information regarding issues considered by the Board of Directors to require a Membership vote shall be provided electronically to all Regular Members. Members will be invited to comment by email, and all comments received will be shared with the Membership.

4.4.2 If a vote is required, ballots will be provided for each Regular Member with instructions on the return of such ballots.

4.4.3 For a ballot to be approved, a majority of votes cast must be in favour of accepting it.

### **4.5 Probing**

4.5.1 Probing is a procedure whereby the Board of Directors invites direct Membership input or comments regarding issues that do not require a Membership vote.

4.5.2 The Board of Directors will send the detailed proposition(s) to the Members with a deadline date to respond. If no serious opposition has been received, the Board of Directors will proceed without other notification.

4.5.3 If some acceptable amendment(s) to the proposition(s) has/have been received, the Board of Directors will either begin another probing, or at its discretion, may amend the proposition(s) and proceed without other notice if the amendment(s) is/are of a minor nature.

## **SECTION 5: ELIGIBILITY TO VOTE**

5.1 Only Regular Members are permitted to vote during the election of Officers, Regional Directors and on other National issues.

## **SECTION 6: DUTIES OF THE OFFICERS AND REGIONAL DIRECTORS**

### **6.1 President**

6.1.1 The President shall:

- be the Chief Executive Officer.
- automatically be a member of all committees.
- with the assistance of the Secretary, organize the Board of Directors Meeting and the Annual General Meeting.
- have the responsibility to decide on the editorial team of Border Patrol.
- with the aid of the Secretary, have charge of all external correspondence.

6.1.2 The President shall be authorized to be a co-signer of all cheques, with the Secretary or Treasurer or other Officer as required, as appointed by the Board of Directors, as may be necessitated by geography.

6.1.3 The President shall arrange to have the books audited annually by a Regular Member, other than those with signing authority, and who is not a spouse of the Members with signing authority.

### **6.2 Vice-President**

6.2.1 The Vice-President shall have the duties and exercise the powers of the President in case of the President's absence, incapacity or death for the period necessary or until the term is served.

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### **6.3 Secretary**

#### **6.3.1 The Secretary shall**

- with the President, prepare and distribute the Agendas for the Board of Directors Meeting and the Annual General Meeting (AGM).
- Arrange for the AGM Notice of Meeting to be printed in Border Patrol.
- 3 months prior to the AGM electronically send a Notice of Meeting to each Member.
- keep records of all meetings (minutes), and activities of BTC.
- report all motions passed by the Board by polls for inclusion in Border Patrol.
- produce regular reports of the decisions and activities of the Board of Directors.
- have charge of internal correspondence and external correspondence as directed by the President.
- be responsible for the records and produce subsequent contents lists and documents as required.
- be authorized to be a co-signer as required, with the Treasurer or President or such other Officer appointed by the Board of Directors (as may be necessitated by geography) of all cheques.

### **6.4 Treasurer**

#### **6.4.1 The Treasurer shall**

- collect and receive all monies due or belonging to BTC.
- deposit all monies in a Chartered Bank or Credit Union in an account in the name of BTC.
- keep books opened, at all times, for inspection by the Board of Directors.
- provide the Board of Directors with a financial report in the first quarter following the year-end.
- provide at least one other detailed financial report to the Board of Directors by August 31 each year, covering transactions up to, and including, June 30.
- be authorized to be a co-signer as required, with the Secretary or President or other Officer appointed by the Board of Directors (as may be necessitated by geography) of all cheques.
- be bondable.

### **6.5 Transfer of Charges**

**6.5.1** All previous charges can be given to one other Officer but the responsibilities of the charge(s) remain with the original Officer.

### **6.6 Regional Directors**

#### **6.6.1 The Regional Directors shall**

- serve on the Board of Directors to provide Regional perspective and represent the Members living in the Region.
- communicate with the Members in their Region and share ideas with them. Encourage Members to submit information about Border Terrier activities in their Region through articles, reports and photographs to the editor of Border Patrol.
- submit reports of activities in his or her Region for inclusion in each issue of Border Patrol.
- attend LSC (see Section 10: BTC Local Section Clubs) meetings in their Region through submission of articles, reports and photographs to the editor of Border Patrol.
- Solicit input from the members in regards to which performance event in their region should be supported by BTC

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### **6.7 Membership Chairperson**

6.7.1 The Membership Chairperson shall

- keep a roll of all of Members.
- Accept and process new Applications for Membership.
- notify the Membership of renewal requirements.
- produce a Membership Report for Board following the completion of the annual renewal.
- in an Election year, distribute the slate of Officers and Directors prepared by the Nominating Committee.
- Keep records and report to the Board the results of votes and probings by the Regular members.
- distribute ballots to the Membership, when required for voting and probing.
- request submissions from the membership for Border Patrol.
- distribute Border Patrol to the Membership electronically.

## **SECTION 7: MEETINGS**

### **7.1 Meeting of the Board of Directors and the BTC Membership**

7.1.1 All meetings of the Members will be governed by Robert's Rules of Order unless otherwise stipulated in these Procedures.

7.1.2 The President, or her or his designate, will chair the meeting.

7.1.3 Order of procedure for general Membership meetings shall be:

- a) Call to order;
- b) Adoption of minutes of the previous meeting as accepted or amended;
- c) Reports of the Treasurer, Secretary, Committees;
- d) Unfinished business;
- e) New Business; and
- f) Adjournment.

7.1.4 The President will call an Annual General Meeting of the Membership and an Annual Meeting of the Board of Directors. Both meetings, if possible, will coincide with the place and date of a BTC Specialty Show.

7.1.5 The quorum for the Annual General Meeting shall be 10% of the Regular Membership plus the President or his/her designate.

## **SECTION 8: ESTABLISHMENT, DURATION AND TERMINATION OF COMMITTEES**

### **8.1 Establishment**

8.1.1 Upon determining the need for a committee, the Board of Directors will publish, in Border Patrol or electronically, the mandate of the proposed Committee. The Board of Directors may invite volunteers from the Membership to join the Committee.

8.1.2 A Member is eligible to join a Committee at any time by submitting written notification to the Secretary with a copy to the Committee Chairperson.



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### **8.2 Committee Chairperson**

- 8.2.1 The Board of Directors may appoint a Chairperson, or direct each committee to select a Chairperson who is a Regular Member, in a democratic manner. An interested Board member may be assigned to oversee each Committee.
- 8.2.2 The Chairperson is responsible for reporting the progress of the Committee to the Board of Directors and to the Membership through regular Committee reports published in each issue of Border Patrol or electronically.
- 8.2.3 The Chairperson may appoint a Co-chairperson to assist.

### **8.3 Duration**

- 8.3.1 Committees will be in effect until their mandate is completed.

### **8.4 Operation**

- 8.4.1 All Committees of BTC shall operate in a democratic manner.
- 8.4.2 Any business within a Committee shall be done with the knowledge of all committee members. If there is a difference of opinion within a committee, a majority vote of all committee members shall prevail.
- 8.4.3 Before any proposal is presented to the Board, it is the Chairperson's responsibility to make certain that all Committee members have full knowledge of the proposal.
- 8.4.4 Any proposal of a Committee shall be presented to the Board of Directors for approval.
- 8.4.5 Committee Chairpersons must submit a yearly activity report to the Board of Directors for approval.
- 8.4.6 If a Committee is not performing the duties as described in the mandate of the Committee, the Board of Directors may dismantle the Committee.
- 8.4.7 Application for funding of Committee projects must be made by submitting a detailed budget proposal to the Board of Directors. Acceptance or rejection of the application will be based on a majority vote of the Board of Directors.

### **8.5 Termination**

- 8.5.1 Notification of termination of Committees will be published in Border Patrol or electronically.

## **SECTION 9: OFFICIAL PUBLICATION – "BORDER PATROL"**

- 9.1 The number of issues of Border Patrol published per year is at the discretion of the Board of Directors but there will be no fewer than two issues per year. These will be distributed electronically.
- 9.2 Each Members is entitled to receive a copy of each issue.
- 9.3 The editorial committee will be responsible for producing the Border Patrol
- 9.4 Deadlines for the subsequent edition shall be printed in each issue.
- 9.5 The following statement shall be included in each issue:

"Border Patrol is the official publication of Border Terrier Canada. The opinions expressed herein are those of the author(s) and not necessarily those of the editor(s) or the Board of Directors of BTC. The editor(s) reserves the right to reasonably edit all material submitted for publication. Permission to reprint is granted provided that proper credit is given to the author, BTC and Border Patrol."

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- 9.6 The reports of the Board of Directors shall be published in the Border Patrol, including the author's name.
- 9.7 The BTC Code of Ethics shall be published on the last page of each issue of Border Patrol.
- 9.8 All information regarding voting and/or probing, including results, will be published in Border Patrol in addition to those provisions in Section 4 of these Procedures.
- 9.9 **Responsibilities of the Editorial Committee**
- a) The committee will discuss themes, articles and topics of interest for upcoming issues and will identify potential members for the "Meet the Members" feature.
  - b) The proposal will be submitted to the Board for approval.
  - c) The committee will advise the membership chairperson of the notice to go out to the membership in regards to the upcoming issue, detailing the submissions required. The committee will also contact the selected members for the meet the members feature and remind the Board of Directors of their role in submitting reports and soliciting input. The committee will contact Canadian Border Terrier Welfare for any updates or special content.
  - d) The committee will receive and log all submission and prepare the Border Patrol in a suitable format using a template. Sections or articles to be bilingual will be submitted to a Board approved member for translation. Once a draft copy is completed, the committee will review it for any errors or omissions and finalize if for distribution.
  - e) The final version will be forwarded to the Membership Chairperson for distribution to the membership and subscribers.

9.10 **Border Patrol Contents**

The Border Patrol will contain the following standard inclusions

- Greetings from the Editorial Committee, table of contents, list of officers and web and FB links
- Letter from the President (this shall also be included in French)
- Board Business
- New Members
- New Subscribers
- Meet the members (this may be pre-empted by special features)
- News from the various regions including (Director's reports may be included here)
- Venerable Veterans
- Fells Kitchen
- Advertisement for club pins
- Kennel Cards
- Canadian Border Terrier Welfare
- Advertising Policy as follows:

Effective June 1, 2020, advertisements will be accepted for items and services from Border Terrier Canada Members Only, as follows.

- (a) Litter announcements, available puppies and adults, dogs available at stud.
- (b) Items: handmade dog beds, belly bands, dog coats, sweaters, boots, leashes and collars; art work, and other handicrafts that are Border Terrier related.



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10.2.7 The Board of Directors shall be able to define, from time to time, other regulations and requirements with respect to LSCs.

10.3 The Board of Directors retains, regarding LSCs, the rights

- a) to edit the reports to Border Patrol of LSC's activities if items are considered not to be acceptable;
- b) to help by means of the resources of BTC;
- c) to grant an LSC permission to hold a Booster or National Specialty Show once a year in the name of BTC keeping in mind that there may be only one BTC sponsored National Specialty Show per year in Canada. The requirements in "Section 11: CKC Sanctioned Events – Specialties & Boosters" shall be followed.
- d) The President and Secretary of BTC shall be "complimentary" members of all LSCs. No voting privileges are attached to these memberships but will include subscriptions to all LSC newsletters and other mailings.

### **SECTION 11: CKC SANCTIONED EVENTS – SPECIALTIES & BOOSTERS**

#### **11.1 National Specialty Events**

11.1.1 BTC will hold one National Specialty event at a minimum of every thirty months. Per CKC policy, BTC may hold only one National Specialty event per year and the event must be held within Canada, unless otherwise approved by CKC.

11.1.2 The National Specialty event can be hosted in any Region upon approval as set forth in Section 11.1.3.

11.1.3 The Procedure for holding a National Specialty event is as follows

- a) The Board of Directors may decide, from time to time, to hold a National Specialty event. For this purpose, it will form a Specialty Committee, following the procedures set forth in Section 8: Establishment, Duration of and Termination of Committees.
- b) The Specialty Committee shall include at least four Regular Members.
- c) The Specialty Committee shall create a plan, including a proposed method for selection of venue and judge(s), as well as a budget, and proposed sources of funding. The plan will be submitted to the Board of Directors.
- d) If the Board of Directors accepts the plan, a specific year, no sooner than two years from the date of acceptance of the plan, for holding the National Specialty event will be assigned and the Specialty Committee will be informed in writing or electronically by the Secretary.
- e) The Specialty Committee will provide periodic reports to the Board of Directors, detailing the organizational progress to date.

#### **11.2 Application by an LSC to hold a National Specialty event**

11.2.1 If an LSC is applying to the Board of Directors to hold a National Specialty event an application must be submitted to the Board of Directors and signed by at least four LSC members who are Regular Members of BTC. If the Board of Directors approves the application, the applicants who signed the application become the Specialty Committee and must follow the Procedure for holding a National Specialty event as outlined in Section 11.1.3.

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11.2.2 If the LSC Specialty Committee wishes to apply for financial support from BTC, application may be made by submitting, in writing, a detailed budget proposal. The application for funding will be accepted or rejected by a majority vote of the Board of Directors. Funding will be made only during the year of the event. The Treasurer will set aside approved funding.

11.2.3 All credit for this event will be given to BTC.

### **11.3 Boosters**

(To Be Created)

11.4 "Specialty & Booster Guidelines" will be developed and will be reviewed by Committee a minimum of every five years.

11.4 Current National Specialty Guidelines are covered in SECTION 16:

## **SECTION 12: DISCIPLINE PROCEDURES**

### **12.1 Filing of Complaints against Member(s)**

12.1.1 Written complaints with specifications must be filed in duplicate with the Secretary.

12.1.2 The Secretary shall immediately send a copy to the Member, who is the subject of the complaint, by registered mail.

12.1.3 The Member shall then have the opportunity to provide an explanation and/or defence within a reasonable time as set forth in the communication from BTC.

### **12.2 Response to complaints**

12.2.1 The Secretary shall promptly send a copy of the complaints and defence to each Officer.

12.2.2 The Officers shall first consider whether the actions alleged in the complaints, if proven, might constitute conduct prejudicial to the best interests of BTC, the Border Terrier breed or the BTC Code of Ethics.

12.2.3 The Officers have the option to call upon the remainder of the Board of Directors at this time.

12.2.4 If the Officers consider that the complaints do not allege conduct that might be prejudicial, they may refuse to assume jurisdiction.

12.2.5 All correspondence and discussion among the Officers or Board of Directors and the involved Member(s) must be considered confidential.

12.2.6 If the Officers assume jurisdiction of the complaint, the Secretary shall promptly send, by registered mail, a notice of a meeting from the Board of Directors to the Member who is the subject of the complaint and the complainant, together with the assurance that the Member may personally appear and/or send a letter in his or her own defence and bring letters from witnesses.

12.2.7 The Secretary will then send a copy of the complaints plus any explanation or defence provided by the Member in question, to the Board of Directors, together with the notice of meeting.

12.2.8 No member of the Board of Directors having a direct relationship with the complainant or the Member who is the subject of the complaint shall be a voting party or take any part in the discussion of the complaints before the Board of Directors.

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### **12.3 Suspension or Expulsion**

- 12.3.1 Should the complaints be validated after all information has been provided, the Board of Directors, may, by majority vote, suspend the Member who is the subject of the complaints from all privileges of BTC for a period of not more than six months from the date of the meeting.
- 12.3.2 If the Board of Directors deems that suspension is insufficient it may also recommend to the voting Regular Membership that the penalty be expulsion.
- 12.3.3 Immediately after the Board of Directors has reached its decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.
- 12.3.4 Until the Board of Directors has reached its decision, all aspects of a disciplinary case shall remain confidential. In the event of a decision to suspend or expel a Member, the Board shall exercise its discretion concerning communication of the decision.

### **12.4 Appeals**

- 12.4.1 Notice of appeal by the affected Member must be received by the Secretary within 30 days of the written notification of suspension/expulsion.
- 12.4.2 If an appeal is made, the affected Member shall retain good standing until the appeal is acted upon.
- 12.4.3 The affected Member shall present his/her defence against the suspension/expulsion.
- 12.4.4 The Board of Directors shall review the appeal within thirty days of receipt and, by majority vote, sustain the appeal or uphold the suspension/expulsion.

## **SECTION 13: AMENDMENTS TO POLICY AND PROCEDURES DOCUMENT**

- 13.1 **This document shall be known as the "Policy and Procedures Document".**
- 13.1.2 The Board of Directors may make amendments to the Policy and Procedures Document in its discretion, from time to time. Amendments may also be proposed to the Board of Directors by written petition addressed to the Secretary, signed by 20 percent of the Regular Membership in good standing or such number as may be determined from time to time by the Board of Directors.
- 13.1.3 Proposed amendments will be discussed and voted on by the Board of Directors. A majority vote will prevail.

## **SECTION 14: BTC CODE OF ETHICS**

- 14.1 The BTC Code of Ethics (revised is as follows):

**BORDER TERRIER CANADA**  
**POLICY AND PROCEDURES DOCUMENT**  
**The BTC Code of Ethics (Revised March 2022)**

This Code of Ethics, approved by the Border Terrier Canada (BTC) Board of Directors and based (with permission) on the Border Terrier Club of America (BTCA) Ethical Standard, outlines the basic principles which all BTC members have agreed to follow. It is primarily directed toward the behaviour of breeders, stud dog owners and those involved in the sale of Border Terriers, and sets standards for pet owners and exhibitors.

**1. General Conduct**

- A. Each member of the BTC:
  - (a) considers the welfare of the breed first and foremost when engaged in breeding, exhibiting, or selling Border Terriers.
  - (b) should be familiar with the Breed Standard (Standard) and strive to maintain its integrity.
  - (c) is familiar with and abides by Canadian Kennel Club (CKC) rules regarding registering dogs and keeps accurate records of the breeding, health, and exhibition of his/her dogs.
  - (d) is responsible for the behaviour of his/her dogs, keeping them under control at all times and cleaning up after them.
- B. No member shall intentionally misrepresent his/her dogs to any judge, prospective buyer or the public.
- C. Every dog should be provided with humane living quarters, proper nutrition and grooming, adequate exercise, and veterinary supervised health care.

**2. Breeding**

- A. Only Border Terriers registered with the CKC or the registry body of the country of birth will be bred.
- B. Breeders are responsible for the welfare of every dog they breed, and should be willing to take back or re-home a dog at any time during the dog's life.
- C. Socialization of puppies with people and other dogs is essential to their proper development.
- D. Only bitches and dogs possessing correct temperament and characteristics as set forth in the standard should be bred.
- E. Breeding stock should be in good health, of sound temperament and free from hereditary defects. BTC recommends at least the following health clearances for both sire and dam prior to breeding:
  - Hips (OFA,\* OVC\*\*, BVA\*\*\* or Penn HIP)
  - Eyes (CERF \*\*\*\*or OFA)
  - Patellas (OFA)
  - Heart - Basic or Specialist (OFA) and
  - DNA for Shaking Puppy [SLEM]\*\*\*\*\* (OFA).
  - A CHIC\*\*\*\*\* number is desirable, as it indicates tests have been done and the results made public on the OFA website indicating a high level of commitment by the breeder. A heart exam done by a qualified veterinarian who is not a heart specialist does not qualify the dog for a CHIC number, however, the results also appear on the OFA website if the breeder chooses to do so. Breeders should be willing to discuss the results with any prospective owners.
- F. Only mature dogs and bitches should be used for breeding. Ideally, dogs and bitches should not be bred before 24 months of age, which is when mature health test results are available.
- G. Stud dog owners should reserve the right to refuse bitches that do not meet the criteria outlined in the Standard, or if they are uncomfortable with the situation. The stud dog owners' role includes partial responsibility for litters sired by their dogs. They should be prepared to offer advice and/or assistance if the breeder of a litter or a puppy buyer at any time requests it, including assistance with re-homing of offspring, if needed.
- H. Business arrangements between the owners of the stud dogs and bitches being bred should be put in writing.

**3. Selling Border Terriers**

- A. Proper placement of each Border Terrier is essential to the welfare of the dog and the satisfaction of the owner.

# BORDER TERRIER CANADA

## POLICY AND PROCEDURES DOCUMENT

- B. Advertising and written or verbal representation of bitches, stud dogs, litters, and pedigrees should be honest and not misleading. Written contracts or agreements that will form part of the sale should be made available to, and discussed with, potential owners prior to either party committing to the sale.
- C. The breeder shall provide the following to a new buyer at the **time of sale**:
  - (a) A complete medical history, for pups or adult dogs being placed.
  - (b) Written instructions for feeding, health care, training, and grooming.
- D. The breeder shall provide the following to a new buyer, **when available**:
  - (a) CKC registration or other registration forms. Per CKC requirements, the breeder is responsible for the individual registration of all puppies in the litter.
  - (b) A three-generation pedigree.
  - (c) If registration papers are to be withheld, a written contract with specific details that have been reviewed and agreed to by the breeder and the buyer prior to the sale.
  - (d) A non-breeding agreement and/or CKC non-breeding registration for those dogs not suitable for breeding and those sold as pets.
- E. BTC recommends any transfer of ownership of a Border Terrier be accompanied by a written agreement to protect both the breeder and the new owner.
- F. Responsible breeders include in the written agreement a clause that if the owner cannot keep the dog, the dog is to be returned to the breeder or placed or sold with the breeder's approval of the new owner.
- G. BTC recommends that a Border Terrier be at least eight weeks of age before being transferred to a new owner; however, the breeder should make the final decision based on the pup's development or other circumstances.
- H. All Border Terriers should be in good health when transferred to the new owner, free from parasites and up to date on inoculations, as appropriate.
- I. Members selling Border Terriers should comply with all local and provincial laws regarding selling dogs.
- J. Breeders should follow up on all dogs sold to ensure the dog's welfare and to answer owner's questions.
- K. No member knowingly sells a Border Terrier to a pet dealer, wholesaler, or broker, singly or in litter lots, or offers a Border Terrier in a raffle or as any sort of prize.

#### 4. Exhibition, Trials, and Tests

- A. Members should be familiar with and adhere to all CKC rules governing exhibition, trials, and tests, including those pertaining to changes in appearance by artificial means.
- B. Dogs exhibited in conformation events should be groomed according to the Standard.
- C. Dogs exhibited in companion and performance events should be well kept, clean, and represent the Border Terrier proudly.
- D. The owner of record is responsible for the presentation and conduct of his/her dog at all times; and is responsible for the conduct of any agent handling his/her dog.
- E. Members should conduct themselves in a sportsmanlike manner.

\*OFA - Orthopedic Foundation for Animals

\*\*OVC - Ontario Veterinary College

\*\*\*BVA - British Veterinary College

\*\*\*\*CERF - Canine Eye Registration Foundation

\*\*\*\*\*SLEM - Spongiform Leukoencephalomyelopathy

\*\*\*\*\*CHIC - Canine Health Information Center

I/we, the undersigned, have read and understand the Code of Ethics of Border Terrier Canada.

Name: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**Approved by the BTC Board of Directors, 07 May 2022**



**BORDER TERRIER CANADA**  
**POLICY AND PROCEDURES DOCUMENT**  
**SECTION 15: COMMUNICATIONS AND PUBLIC RELATIONS**

From time to time, the club may determine the need to create information and/or promotional materials about the breed, events the club is sponsoring or participating in, or in response to requests from regional clubs and/or advertisers.

When such materials are required, details about the potential content, use and distribution, and costs will be made available to the Board of Directors. If costs are involved, the Board will approve the creation of such materials by vote.

In these situations, it may be appropriate to include the image of one or more Border Terriers to enhance the information in the materials. It shall be the policy of the club that the source of photos shall be as follows:

- i. Stock footage available from outside sources, or
- ii. Photos of dogs that are now deceased, that did belong to BTC members, or
- iii. Photos of dogs that currently belong to members of BTC.

In the event that option iii. is the source of the photos, the following is required:

- i. The dog(s) cannot belong to any member(s) of the BTC Board of Directors, and
- ii. There will be no identification of the dog(s) included in the promotional material or provided to any member of BTC or the public, with the exception of members of the Board of Directors, upon request.

**SECTION 16: NATIONAL SPECIALTY GUIDELINES (In Process)**

The National Specialty may be held as a standalone event, in conjunction with an all-breed show or in conjunction with another Specialty or Specialties but consideration should be given to timing, scheduling and demand on volunteers.

The National Specialty should ideally rotate locations to encourage participation throughout our membership area in Canada.

**16.1 Specialty Classes**

The following classes will be offered at the National Specialty

- Regular Classes

The following CKC Regular Classes will be provided for both sexes:

Junior Puppy,

Senior Puppy,

12-18 Months,

Canadian Bred,

Bred By Exhibitor,

Open,

Field Class ("Working Dog", for dogs that have attained a Regular CKC Earthdog Title.)

Veterans, (Veterans class will be divided into 7-10 years, 10-13 years, and 13 years plus).

Specials Only (Best of Breed)

Exhibition Only

The first place male/female from the Field Class and each Veterans Class do not compete for Winners but shall go on to compete for Best of Breed.

Following Best of Breed judging, the first place male/female from the Field Class will compete for Best Working (unless it is automatic).

The first place male/female from each Veterans Class will compete for Best Veteran and Best Opposite to Best Veteran unless it is automatic.

## **BORDER TERRIER CANADA POLICY AND PROCEDURES DOCUMENT**

- **Non-regular Classes**

Dogs entered in a Non-Regular (with the exception of Baby Puppy) must also be entered in one of the CKC Regular Classes, Specials Only, or Exhibition Only.

Baby Puppy Class (optional) - Dogs 4 months of and under 6 months on the day of the show. Both male and female Baby Puppies will be judged prior to the judging of other official classes. Puppies in this category may not compete in any official, unofficial or non regular class.

- Stud Dog Class (optional) shall be for Stud Dog and two of his Get only.
- Brood Bitch Class (optional) shall be for Brood Bitch and two of her Progeny only
- Parade of Versatility/Versatility Excellent (see 16.2 for details).
- Brace (optional)

- **Sweepstakes:**

All Dogs entered in Sweepstakes must also be entered in one of the official classes at the specialty. The specialty will include SWEEPSTAKES, VETERAN SWEEPSTAKES as follows:

All Regular Sweepstakes - 6 - 9 Mos, 9 -12 Mos, & 12 -18 Mos, as of the day of the specialty.

All Veteran Sweepstakes classes- 7-10 years and 10 - 13 yrs, 13 yrs+, as of the day of the specialty.

All classes divided by sex

Prizes: SWEEPSTAKES & VETERAN SWEEPSTAKES

First in each class - 50% of entry fee for that class.

Rosette and 15% for Best in Sweepstakes. Rosette and 10% for Best of Opposite Sex in Sweepstakes

Balance of 25% will be retained for Administration

- **Junior Handling**

The following fun events may also be offered at the National Specialty

- **Best Otter Head**

Best Otter Head; Competition is open to any dog entered in the Specialty. The judge, (usually the Specialty judge) will select which Border Terrier among those present, has the most typical "Otter Head". A rosette and - trophy will be awarded.

- **Breeders Class**

The breeder of record enters a team with a minimum of three and a maximum of - five dogs, without distinction as to gender. The entrant must be the breeder of record for all exhibits.

Note: it is not required that the breeder of record be the current owner. All dogs entered must be a minimum of 6 months of age, spayed and neutered dogs are eligible. Breeders may enter more than one team. Each team will be judged as a unit, standing and moving to determine their overall quality, consistency and similarity, breed type and conformation to the breed standard. Awards will be presented - to Best Breeder's Team and Reserve Best Breeder's Team.

## **BORDER TERRIER CANADA POLICY AND PROCEDURES DOCUMENT**

### **16.2 Parade of Versatility/Versatility Excellent Details**

Whenever feasible, the specialty committee will offer a parade for those dog that have earned the BTC Versatility or Versatility Excellent Award. Owners will be asked to submit their dog's information for the parade including one or two photos and a short biography (less than 100 words).

Each dog entered in the Parade will receive a Rosette featuring the CKC Logo, the club logo, the specialty year and location, the level (Versatility or Versatility Excellent) and the dog's name including all titles. (see photo). A display board will be set up at the specialty where the dog's achievements, photos and biography will be featured.



The parade martial need only announce the dog's name and titles for the purpose of the parade.

On request, dogs that are deceased prior to having an opportunity to participate in a Parade may be awarded a Rosette for the parade fee of \$15 (plus postage if the owner is unable to attend the parade).

These dogs will be given a bio with photos on the display board and will receive acknowledgement in the parade but will not appear in the catalogue.

These dogs will not be entered via the official entry form or on-line entries but will submit details and payment directly to whoever is responsible for the parade.

In the event of someone requesting a rosette for a living dog even though they will not be attending the specialty, then they must enter the dog as though it was going to be present.

Such dogs will be given a bio with photos on the display board and will appear in the catalogue and be mentioned in the parade as absent.

If the owners are not in attendance at the specialty and owners are unable to arrange for someone to collect the rosettes, then they will need to pay postage if they wish to have the rosette mailed.

### **16.3 Performance Events**

Whenever feasible, a CKC Earthdog Test or tests will be held in conjunction with, but not on the same day, as the National Specialty.

If the Specialty is being held in conjunction with an All Breed show that offers performance events then Border Terrier Canada will award a prize and/or rosette for all Border Terriers qualifying in designated events on a specified day (need not be the day of the Specialty)