



Border

Terrier Canada

CONSTITUTION

and

BY-LAWS

Enacted April 15, 2004 and Consolidated effective June 1, 2017 to include Amendment No. 1, dated July 1, 2014, Amendment No. 2 dated January 1, 2017 and Amendment No. 3 dated June 1, 2017.

Up-dated and consolidated effective October 26, and December 27, 2025.

BORDER TERRIER CANADA

CONSTITUTION

1. This national organization shall be known as Border Terrier Canada (BTC). Its area of operation shall include all of Canada. The head office will be at the residence of, or as specified by, the secretary.
2. The objectives and aims of the Club shall be:
 - 2.1 to do all in the Club's power to protect and advance the interests of the Border Terrier (BT);
 - 2.2 to guard against commercial exploitation of the BT;
 - 2.3 to support the conscientious and careful breeding of the Border Terrier (BT) according to the Breed Standard;
 - 2.4 to acquaint the BT owner with his/her dog's natural working ability;
 - 2.5 to encourage the organization of Local Section Clubs (LSC) in those localities where there are sufficient fanciers of the BT, and to support LSC activities;
 - 2.6 to support the training and exhibiting of the BT and encourage sportsmanlike competition at dog shows, obedience trials and other events, in accordance with CKC rules;
 - 2.7 to make information available on the proper care of BT and to provide ongoing education on pertinent issues;
 - 2.8 to conduct Boosters, Specialty Shows, Earth Dog Tests and other events as permitted by the Canadian Kennel Club (CKC), and to abide by the principles of the Canadian Kennel Club Code of Ethics,and such other complementary purposes consistent with these objects.
3. The Club shall be operated on a non-profit basis. Any resulting profits shall not be used to the benefit of any member of the Club or any other individual.
4. The members of the Club shall adopt the by-laws and may, from time to time, revise such by-laws as may be required to carry out these objectives.
5. The Club shall take all necessary steps to investigate and comply with Federal and Provincial Guidelines with respect to clubs and corporations.
6. The Club shall maintain CKC recognition by adhering to the Policy set out by CKC and acknowledge that any changes in such Policy from time to time will supersede contraventions within this Constitution & By-Laws.
7. Except by the Club itself, the use of BTC emblem or name in any form of advertising by any member or group of members is prohibited without written approval of the Board.
8. The Club employs the use of electronic signatures, electronic mail, online bank transfers and virtual meetings as required and any reference to finance, correspondence or meetings in this Constitution and By-Laws shall be deemed to include these methods unless otherwise specified.

BORDER TERRIER CANADA

BY-LAWS

MEMBERSHIP

1.1 Membership Year

The membership year shall be from January 1 to December 31.

1.2 Eligibility Requirements for Membership

1.2.1 Membership shall be open to all persons 19 years of age and older who are in good standing with the CKC and will continue to abide by the principles of the CKC Code of Practice. As well, no applicant will have been convicted of any violation under the Animal Pedigree Act.

1.2.2 By signing an application form, the applicant agrees to abide by and adhere to BTC's Constitution, By-laws and Code of Ethics.

1.2.3 Membership is open to residents of Canada as well as foreign residents.

1.2.4 Members must be in good standing with the CKC. Although not mandatory, membership in the CKC is encouraged.

1.3 Types of Memberships

1.3.1 Associate and Regular memberships are available within BTC. Individuals meeting the eligibility requirements may apply to be Associate Members. Associate Members will remain Associate members for at least 12 months after their application has been received by the Membership Chairman. Persons who apply October 1 and later in any one year will be Associate members until the second January following receipt their application their application. Associate Members in good standing for a minimum of one calendar year are deemed to be Regular Membership and, having paid the appropriate dues, attain full voting privileges within BTC.

1.3.2 For the purposes of electing Regional Directors, only Regular Members residing in the region will have voting privileges.

1.3.3 For the purpose of holding an elected office, only Regular Members who are residents of Canada are eligible to seek elected office, with the President, Vice President, and the Secretary or Treasurer also being Canadian Kennel Club members in good standing.

1.3.4 Place of residency will be considered to be the address listed in the current official membership list of the Club.

1.4 Applications for Membership and Renewal

1.4.1 Applications for Membership can be downloaded from the BTC Website. All applications for membership must be accompanied by:

- a) the signed official Code of Ethics of BTC;
- b) the completed and signed application, agreeing to abide by the Constitution and By-laws of BTC; and

c) the prescribed fees, and sent to the Membership Chairperson, whose name and address is shown on the application form.

1.4.2 The Board shall reject the application of any applicant not meeting all requirements. Any individual rejected for membership by the Club must be provided with a written explanation within 30 days.

1.4.3 An application receiving valid objections based on eligibility from one or more members will be investigated by the BTC Board of Directors (the Board). At the conclusion of the investigation, if the objections are found to be valid as they relate to eligibility and the individual does not meet the requirements set out in 1.2, the application for membership will be rejected.

1.4.4 Information supplied during an investigation will be kept on file for a year from the date of application. At the end of that period, the information will be permanently deleted from BTC records.

1.4.5 Applicants will be informed in writing (by email), by the Membership Chairperson of the receipt of their Application for Membership. An applicant will be notified if:

- the application is not properly completed and signed and/or
- the applicant does not meet the eligibility requirements for Membership as set out in Section 1.2 of the BTC By-laws.

1.5 Approval of Membership

1.5.1 New Associate Members will be notified in writing of their acceptance and their names will be published in the next issue of Border Patrol.

1.5.2 An applicant who is unsuccessful for membership may re-apply after three years from the date of the original application.

1.5.3 If more than one Member resides at an address, only one copy of official mailings will be sent to the applicants' household.

1.6 Renewal Procedure

1.6.1 Membership fees are payable as of January 1 each year. In November of each year the Membership Chairperson shall send to each Member a Membership Renewal Form. 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 15th, the Membership Chairperson will send via email, a renewal reminder. A final reminder will be sent on February 1st to members whose renewals are not received by the end of January.

1.6.2 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.

1.6.3. 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.

1.6.4 On properly submitting his or her Membership Renewal Form an Associate Member will, in effect, be applying to become a Regular Member.

1.7 Membership Fees

1.7.1 The Single Membership fee is \$20.00 per calendar year.

1.7.2 The Family Membership fee is \$25.00 per calendar year.

1.7.3 Fees for Canadian residents shall be in Canadian dollars; all others will submit fees in US dollars or by bank draft in Canadian dollars. Membership fees are reviewed annually by the Board and are subject to change from time to time.

1.7.4 A new member having paid a membership fee after October 1st of any year shall be deemed to have paid the dues for the ensuing year.

1.8 Termination of Membership – Membership will be terminated by:

- a) resignation – Any member in good standing may resign from the Club upon written notice to the Secretary.
- b) lapsing (failure to renew) – If a member's dues remain unpaid 2 months after the first day of the fiscal year, the membership will be considered as lapsed and automatically terminated on March 1.
- c) expulsion – A membership may be terminated by expulsion as provided in Section 10 of these by-laws.
- d) deprivation, suspension, debarment, expulsion or termination of Canadian Kennel Club membership as imposed by The CKC's Discipline Committee.

1.9 Voting Privileges

1.9.1 Regular Members in good standing will be eligible to vote.

1.9.2 No member whose dues are not paid for the current year shall vote.

Section 2 – Conduct of the Club

2.1 Meetings

2.1.1 There should be at least one (1) meeting of the Board of Directors per year, as well as an Annual General Meeting (AGM) of the membership. If requested, a Special General Meeting(s) of the membership may be called.

2.1.2 Notice of the AGM shall be officially published by the Secretary in Border Patrol, and a notice sent to each Member via email, 3 months prior to the meeting.

2.1.3 Notice of a Board of Directors Meeting shall be sent to the Board by the President or Secretary, via email, as soon as the date for the meeting is determined.

2.1.4 The President will call an Annual General Meeting of the Membership and an Annual Meeting of the Board of Directors. Both meetings may coincide with the place and date of a BTC Specialty Show or be held virtually on other dates.

2.1.5 A Special General Meeting may be called by the Board of Directors, or by petition of two-thirds (2/3) of the total Regular Membership. Notice of a Special General Meeting shall be sent to membership by the Secretary, via email, including the reason for such meeting, as soon as the date and time has been established.

2.1.6 Unless otherwise stipulated in these By-laws, all meetings of the members will be governed by Robert's Rules of Order.

2.1.7 The President, or his/her designate, will chair the meetings.

2.1.8 The Secretary, or his/her designate, shall keep accurate minutes of all meetings and these shall be published in the next issue of Border Patrol and shall be available to members upon request to the Secretary.

2.2 The Quorums for each type of meeting are as follows:

(a) Annual General Meeting – 10% of the Regular Membership plus the President or his/her designate.

(b) Board of Directors Meeting - The President or his/her designate plus 2 of the remaining Officers, plus 2 Regional Directors.

(c) Special Meeting of the Membership – two-thirds (2/3) of the Regular Membership plus the President.

Considering the difficulties involved in organizing Club meetings, the Board shall have the right to conduct the Club's activities by means of telephone, e-mail, correspondence, Border Patrol, the Club's website, or any other means that the Board determines from time to time as feasible; and all Club meetings may be held virtually.

2.3 Official Publication

2.3.1 Border Patrol shall be the official publication of BTC.

2.3.2 Border Patrol shall be provided to all member households a minimum of two (2) times a year.

2.4 Breed Pamphlet

2.4.1 BTC has prepared a pamphlet about the Border Terrier and have such pamphlet available for distribution to interested parties.

2.4 CKC Sanctioned Events

2.4.1 The Club will hold a CKC approved conformation Specialty a **minimum** of once every 3 years to maintain National status.

2.4.2 Procedures for holding such an event are detailed in the Policy and Procedures Document.

2.5 Club Finances

2.5.1 Fiscal Year – The fiscal year runs parallel to the membership year.

2.5.2 The Club will have a separate and independent bank account in the name of Border Terrier Canada.

2.5.3 All cheques drawn from the club account must have the signature of a minimum of two (2) pre-approved Officers.

SECTION 3: BOARD OF DIRECTORS

3.1 Definition and Establishment of the Board of Directors

3.1.1 The Officers of BTC must be residents of Canada and Regular Members of BTC. The Regional Directors of BTC must be Regular Members of BTC, residing in the region they represent. The President, Vice-President and one of the Secretary or Treasurer must be members in good standing of CKC.

3.1.2 The Board of Directors shall be comprised of the Officers of the club (President, Vice-President, Secretary and Treasurer) plus all Regional Directors.

3.1.3 General management of the Club's affairs shall be entrusted to the Board of Directors.

3.1.4 The Officers shall be elected from BTC Regular Membership as a whole and shall be nominated, in writing, to the Secretary.

3.1.5 The Regional Directors shall be elected from BTC Regular Membership residing in the region and shall be nominated, in writing, to the Secretary.

3.1.6 There must be a **minimum** of 4 Regional Directors residing in regions across the country. For the purposes of this provision, CKC identifies the regions, as follows:

- All zones west of Ontario plus Yukon, Northwest Territories and Nunavut;
- Ontario;
- All zones east of Ontario.

3.1.7 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 one time.

SECTION 4: DUTIES OF THE OFFICERS AND REGIONAL DIRECTORS

4.1 President

4.1.1 The President shall be the Chief Executive Officer.

4.1.2 The President may cast a vote to break a tie vote.

4.1.3 The President shall:

- 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.

4.1.4 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.

4.1.5 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.

4.2 Vice-President

4.2.1 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.

4.3 Secretary

4.3.1 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.
- file, with CKC, all amendments to the Constitution & By-Laws approved by ballot, or passed by the Board and ratified by the Members at an AGM.
- 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.

4.4 Treasurer

4.4.1 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.

4.5 Regional Directors

4.5.1 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.
- Solicit input from the members in regards to which performance event in their region should be supported by BTC.

4.6 Vacancies on the Board of Directors

Any vacancies occurring on the Board of Directors during the term of office shall be filled by election of a majority vote of all the then members of the Board, except that of a vacancy in the office of President, which is automatically filled by the Vice-President.

4.7 Terms of Office for Officers and Regional Directors

4.7.1 The Officers shall hold office for three (3) years, beginning on the first of the fiscal year following the election.

4.7.2 The Regional Directors shall hold office for three (3) years, beginning on the first of the fiscal year following election.

4.7.3 Terms of office for Officers and Regional Directors will run concurrently.

4.8 Residency Requirements

4.8.1 The Officers must reside in Canada.

4.8.2 The Regional Directors must reside in the area that they represent.

SECTION 5: NOMINATION AND ELECTION PROCEDURES

5.1.1 The Club will conduct nominations, elections and voting either by mail, email or online platform, as designated by the Board of Directors. Where a vote by mail is required, a minimum of three (3) weeks (21 days) return period will be allowed for ballots.

5.1.2 Where an online platform is employed, the slate of nominees will be forwarded to each Regular member by email no less than 7 days prior to the voting period.

- 5.1.3 A link and related instructions for the voting platform will be provided to each Regular member on the first day of the voting period. Voting will remain open for a period of about 7 days, depending on the program of the voting platform.
- 5.1.4 The Board of Directors may designate an independent individual or professional firm to send, receive and count the ballots.
- 5.1.5 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.
- 5.1.6 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 4.6 of the BTC By-laws.

5.2 Election of Board of Directors: Officers and Regional Directors

- 5.2.1 Officers: The Officers of BTC shall be elected by the Regular Members nation-wide.
- 5.2.2 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.

5.3 Nominating Committee and Nominations

- 5.3.1 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.
- 5.3.2 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. 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.
- 5.3.3 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.

5.4 Additional Nominations

- 5.4.1 Additional nominations by Regular Members may be sent in writing to the Membership Chairperson to be received at his or her 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.
- 5.4.2 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.
- 5.4.3 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, 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.

The following 3 clauses (5.4.4, 5.4.5 and 5.4.6) apply when mail-in ballots are used:

- 5.4.4 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.
- 5.4.5 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.
- 5.4.6 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.
- 5.4.7 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.
- 5.4.8 The ballots shall be kept for 2 years after the results of the voting is announced.

5.5 Voting – Other National Issues

- 5.5.1 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.
- 5.5.2 If a vote is required, voting instruction will be provided to each Regular Member.
- 5.5.3 To be approved, a majority of votes cast must be in favour of accepting it.

5.7 Probing

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

SECTION 6: ELIGIBILITY TO VOTE

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

6.2 Voting

- 6.2.1 Voting by proxy shall not be permitted.
- 6.2.2. All elections must be conducted by secret ballot.

SECTION 7: VOTING– OTHER NATIONAL ISSUES, AND PROBING

7.1 Distribution, Counting and Destruction of Ballots

- 7.1.1 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.
- 7.1.2 All Reports, information, ballots and results and will be distributed electronically to all Members.

7.2 Results of Voting, Referenda, and/or Probing

- 7.2.1 Results of voting or probing, and amendments to the constitution and/or the breed standard will be distributed electronically to all Members.
- 7.2.2 All election information including nominations, ballots, and other related material must be retained for two (2) years.

7.3 Electoral Irregularities

Upon receipt and subsequent substantiation of a complaint with respect to electoral irregularities, The Canadian Kennel Club may request that a new election take place under the supervision of The Canadian Kennel Club. The list of eligible Regular Members, in effect immediately prior to the call for nominations for the original election, shall be utilized for this purpose.

The Canadian Kennel Club will continue to recognize the Board that was in place prior to the original election being invalidated and until such time as the supervised election has been completed. The accreditation of the club will be suspended until such time as the results of The Canadian Kennel Club supervised election have been determined. The Canadian Kennel Club may invoice the club for any costs related to the new election. Such costs must be paid prior to any consideration being given to reinstatement.

SECTION 8 - COMMITTEES

8.1 The Board shall establish any committees it deems necessary to further the aims of the Club.

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.

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. 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.

8.2.4 Committees will be in effect until their mandate is completed.

8.3 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 committee 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.

8.5 Termination

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

SECTION 9: DISCIPLINES

9.1 Canadian Kennel Club Suspension – Any member of the Club who is suspended, debarred, deprived, expelled, or whose membership has been terminated by The Canadian Kennel Club's Discipline Committee, shall be suspended from the privileges of this Club for a like period.

9.2 Complaints – Any member(s) may file a complaint against another member(s) for alleged misconduct prejudicial to the best interests of the Club, or in contravention of this Constitution and By-Laws or the Club's Code of Ethics or the Policy, By-Laws and Code of Ethics of CKC.

9.3 A Member(s) may file a complaint against one or more of the Board of Directors.

SECTION 10: DISCIPLINE PROCEDURES

10.1 Filing of Complaints against Member(s)

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

10.1.2 The Secretary shall immediately send via email a copy to the BTC Officers; and within 3 days send a copy to the Member who is the subject of the complaint, by registered mail (or email).

10.1.3 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 (normally 30 days).

10.2 Response to complaints

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

10.2.2 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.

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

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

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

10.2.6 If the Officers assume jurisdiction of the complaint, the Secretary shall promptly send, by registered mail (or email), 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.

10.2.7 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.

10.2.8 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.

10.3 Suspension or Expulsion

- 10.3.1 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.
- 10.3.2 If the Board of Directors deems that suspension is insufficient it may also recommend to the voting Regular Membership that the penalty be expulsion.
- 10.3.3 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.
- 10.3.4 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.

10.4 Appeals

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

10.5 Complaints Against the Board of Directors

- 10.5.1 If a complaint is made against one or more of the Board of Directors, written notice of the offence together with supporting evidence must be forwarded to the club Secretary by registered letter (or email).
- 10.5.2 The Secretary must immediately provide copies of the complaint to the Board of Directors.
- 10.5.3 If the complaint is against the Secretary, the complaint and supporting evidence shall be sent to the President.
- 10.5.4. The Board of Directors shall respond to the Complainant within 30 days of the receipt of the complaint.
- 10.5.5 If the Complainant remains unsatisfied and communicates dissatisfaction in writing within 30 days to the Secretary (or President), a Special General Meeting of the entire Club shall be scheduled by the Secretary and the members will vote on the validity of the complaint, deciding whether to uphold the complaint or dismiss it.
- 10.5.6 If the complaint is deemed justified, resolution will be presented in the form of a Motion and the majority vote of membership present shall rule.

SECTION 11 – AMENDMENTS TO THE CONSTITUTION & BY-LAWS, BREED STANDARD CODE OF ETHICS AND POLICY AND PROCEDURES DOCUMENT

11.1 **The Constitution and By-laws** may be amended from time to time. Amendments may be proposed by the Board or by written petition addressed to the Secretary, signed by twenty (20) percent of the Regular Members in good standing.

Amendments proposed by such a petition shall be promptly considered by the Board and a report submitted to the members with the recommendations of the Board, by the Secretary, via mail referendum within three months of the date of the petition being received by the Secretary. Members will be allowed four (4) weeks, from the date of distribution to respond to the report with comments and/or additional proposed changes.

For approval a minimum of two-thirds (2/3) of all votes cast must be in favour. Voting must be by mail in ballot format or at the Annual General Meeting. Proxies are not allowed. All amendments must be filed with CKC by the Secretary.

11.2 Proposed amendments to the **Breed Standard** must receive acceptance by a minimum of two-thirds (2/3s) of all votes cast in order for these amendments to be submitted to the Canadian Kennel Club. Amendments to the Breed Standard must follow CKC Registration Policy RG002, and only members of the Club that are members of CKC in good standing are permitted to vote. Such amendments may only be proposed as long as the CKC moratorium on changes to our Standard is not in effect. Voting must be by mail-in ballot format. Proxies are not allowed.

11.3 Amendments to the **Code of Ethics** and **Policy Procedures Document** may be proposed by the Board, or by written petition addressed to the Secretary, signed by (20) percent of the Regular Membership in good standing. Amendments proposed will be discussed and voted upon by the Board of Directors

SECTION 12 - DISSOLUTION

12.1 The Club may be dissolved at any time by providing The Canadian Kennel Club with written documentation signed by at least two-thirds (2/3) of the Regular Members of the Club who are in favour of this decision.

12.2 In the event of dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club, or any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club, its archival materials will be given to the Canadian Kennel Club and its other property and assets shall be given equitably to veterinary colleges across Canada, as selected by the Board.

Border Terrier Canada

Pearl Humenny

Name of President (Print)

Date (d/m/yr) 27/12/2025

Shawna Frøese

Name of Secretary (Print)

Date (d/m/yr) 27/12/2025

Pearl Humenny

Signature of President

Shawna Frøese

Signature of Secretary