



Club du Labrador du Québec Code of Ethics

The Club du Labrador du Québec is governed by The Canadian Kennel Club. The Club du Labrador du Québec is devoted to the preservation and promotion of the Labrador Retriever in the many available fields of endeavor, including field, show and obedience. It is committed to communicate to the Club members all club activities, as well as important breed information and National events. Based on member participation and interest the Club wishes to hold an Annual Regional Specialty show and to promote the breed through the running of Working Certificate Stakes, Hunt Tests and Obedience Trials.

In order to achieve the goals and objectives set by the Club, members agree to the following principles:

1. All members agree to comply with the By-laws, Rules and Regulations established by the Canadian Kennel Club and meet the requirements of the Animal Pedigree Act;
2. All members will provide their dogs with appropriate housing, food, veterinary regime and health care to ensure their animals well being, comfort and security; as well as the attention and socialization required for a happy, well adjusted dog.
3. The members of the club who are active in breeding Labrador Retrievers will strive to preserve and protect the Labrador Retriever. They are encouraged to maintain the original purpose of the breed as a retriever, breeding only from stock that exemplifies the Labrador Retriever's true temperament, conformation, field ability and renowned intelligence.
4. To practice ethical breeding practices using only healthy dogs with the appropriate certifications. At the time of writing of this policy minimum standards would be hip/elbow and eye certifications from a recognized registry. Other certifications that are optional include but are not limited to: heart screens, Optigen eye ratings for PRA, shoulder, knee and hock certification, Wingmorgan and thyroid certification. Members will encourage others to also work towards these same goals.
5. Members are encouraged to sell their puppies with written guarantees/sales contracts and to screen potential puppy buyers to ensure the home is a good match for the puppy.
6. Members will be courteous, co-operative and responsible members of the Club. They will treat other members and dog fanciers with respect and dignity. Degrading of another member or their dogs, as well as poor sportsmanship is not becoming of the dog fancy.

Club du Labrador du Quebec By-laws

1. Name and Area of Operation

The club shall be known as the “Club du Labrador du Quebec”, whose area of operation will be the province of Quebec.

2. Goals and Objectives

- i. To encourage and promote quality in the breeding of purebred Labrador Retrievers and to do all possible to bring their natural qualities to perfection;
- ii. To encourage members and breeders to accept the standard of the Labrador Retriever as approved by The Canadian Kennel Club as the premier standard of excellence;
- iii. To do all in our power to protect and advance the interest of the Labrador Retriever in the many available fields of endeavor available as per The Canadian Kennel Club, including field, show and obedience.
- iv. To urge sportsmanlike competition at all The Canadian Kennel Club sponsored events. This includes but is not limited to, Conformation shows, Field trials, Obedience trials, Hunt Tests, Tracking and other fields of endeavor in that Labrador enthusiasts choose to participate.
- v. To conduct sanctioned and approved events under the rules of The Canadian Kennel Club including hosting of an annual Regional Specialty show and to promote the breed through the running of Working Certificate Stakes, Hunt Tests and Obedience Trials. All events will be run abiding by the principles of the CKC Code of Ethics;
- vi. The Club shall be operated on a non-profit basis. Any resulting surplus shall not be used to the benefit of any member of the club;
- vii. The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

3. Membership

a. Membership year

- i. The membership year shall be based on the calendar year.
- ii. Membership will be considered terminated and automatically cancelled if a member’s dues remain unpaid as of March 31st.

b. Eligibility

- i. Membership shall be open to anyone interested in the Labrador Retriever breed, so long as the applicant has not been deprived, suspended, debarred, expelled or whose membership has been terminated by the CKC.
- ii. The applicant must agree to abide by the constitution, By-laws and Code of Ethics as defined by the Club du Labrador du Quebec and the Canadian Kennel Club.

c. Types of Membership

i. The Club du Labrador du Quebec offers four types of memberships.

1. Family
2. Single
3. Associate
4. Life

ii. Description of Memberships

Family membership is open to Canadian residents and their dependents living in the same household who subscribe to the objectives, aims and code of ethics of the Club du Labrador du Quebec.

Single membership is open to Canadian resident individuals who subscribe to the objectives, aims and code of ethics of the Club du Labrador du Quebec.

Associate membership is open to individuals who are not residents of Canada or who are residents of Canada have an interest in the Labrador Retriever breed but do not own a Labrador Retriever. Associate members must also subscribe to the objectives, aims and code of ethics of the Club du Labrador du Quebec.

Life membership shall be awarded to members with 20 consecutive years of continuous membership. Life membership will also be awarded to members who serve five complete terms on the Board of Directors.

iii. Eligible Votes

- Family membership
Includes 2 regular memberships per family.
- Single membership
Includes 1 regular membership.
- Associate membership
No voting privileges are available.
- Life membership
1 regular membership will be granted per life membership. In the case of a family membership each of the two regular members, meeting the necessary criteria outlined in the previous Section will be granted a life membership.

Definition: Regular membership is awarded to an individual person based on the type of membership subscribed to. Each regular member has one vote. All voting members must be over the age of eighteen. No proxies allowed.

d. Fees

Membership fees shall be established by the Board and shall be administered in accordance with policies and procedures as established by the Board of Directors.

e. Application for Membership

Application for membership in the Club du Labrador du Quebec shall be on a form as approved by the Board and shall provide that the applicant agrees to abide by this constitution and by-laws and the rules of The Canadian Kennel Club. The application shall state the name and address of the applicant and it carry the endorsement of two members. The form shall be completed in its entirety, signed by the applicant and forwarded along with payment for the current year's dues to the Club du Labrador du Quebec for consideration.

Any privileges accorded to an applicant pending consideration of approval shall not obligate the Club du Labrador du Quebec to approve the application and any privileges so accorded may be revoked by the Club in event that the application is not subsequently approved.

f. Approval of Membership

- i. When received the application will be reviewed and voted on by the Board. Affirmative votes of 2/3 of the board shall be required to elect an applicant. If approved the secretary will confirm membership by written conformation. A welcome pack shall be sent, including a Membership card, copy of the Club du Labrador du Quebec By-laws and Code of Ethics. Other information may also be sent as outlined by the Membership committee.

Note: Any individual rejected for membership by the Club shall be provided with a written explanation stating the reason for the denial.

g. Termination of Membership

- i. Termination of membership may occur as a result of:

Resignation: Any member in good standing may resign from the Club upon providing written notice to the Secretary.

Lapsing: A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year.

Expulsion: A membership may be terminated by expulsion as provided in Section 11.d of these bylaws.

- ii. Membership will be terminated if the member has been deprived, suspended, debarred, expelled or whose membership has been terminated by The Canadian Kennel Club for a minimum of the same term as The Canadian Kennel Club discipline committee has ruled.
- iii. Any member who shall cease to be a member of the Club through resignation or otherwise, shall, from that date forward, have no claim upon any of the property belonging to the Club, nor shall they be entitled to any of the privileges normally accorded to the membership of the Club. No refund of membership fee shall be provided upon cessation of membership.

h. Voting privileges

An individual must be a member for one full year prior to being granted voting privileges. Unpaid membership dues shall constitute denial of voting privileges. Voting privileges are extended to all regular members in good standing with both the Club du Labrador du Quebec and The Canadian Kennel Club.

4. General Meetings

a. Annual General Meetings

- i. The Annual General Meeting of the members shall be held in the month of November at a place, date and hour designated by the Board. The Secretary shall mail written notice of the Annual General Meeting to each member by September 25th.
- ii. The quorum for the Annual General Meeting shall be 5% of the total current membership, all of whom must be in good standing with the Club du Labrador du Quebec.

b. Special General Meetings

- i. The Board may call a Special General Meeting of the Club at any time by providing such notice to the membership.
- ii. The Board is obligated to call a Special General Meeting upon the Secretary receiving a formal request. Such a request must stipulate the purpose of such meeting and must contain the signatures of a minimum of 5% of the members in good standing.
- iii. Such a meeting shall be held at such place, date and hour as designated by the Board. The Secretary shall mail written notice of the Special General Meeting at least 30 days and not more than 45 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 5% of the total current membership, all of whom must be in good standing with the Club du Labrador du Quebec.

c. Board Meetings

The first meeting of the Board shall be held within 30 days following the election of the Board. Other meetings of the Board shall be held at such times and places as are agreed to by a majority vote of the Board. The Secretary shall mail written notice of such meetings to each member of the Board at least 30 days prior to the date of the meeting.

- i. Quorum for a Board meeting shall be a majority of the Board voting in person or by mail.
- ii. The Board of Directors may conduct its business by mail or electronic means. The Secretary shall conduct such meetings.

5. Board of Directors

a. Board of Directors

The Board of Directors shall be comprised of Officers (President, Vice-President, Secretary and Treasurer) and Four Regional Directors (West / East / South / North). All of whom shall be residents of Canada, members in good standing with the Club as well they must be Canadian Kennel Club regular members of good standing.

They shall be elected for two-term(s) as provided in section 5.d where it is stated a term is equal to two calendar years and shall serve until their successors are elected.

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

b. Officers

- i. Officers of the Club shall be President, Vice-President, Secretary and Treasurer. All must be residents of Canada and members in good standing with The Canadian Kennel Club.
- ii. The President shall chair all Board and General Meetings of the Club and shall have such duties and responsibilities as specified in these by-laws.
- iii. The Vice-President shall assume the duties and exercise the responsibilities of the President upon the direction of the President or in such case, as the President is unable to perform the duties and responsibilities of the President.
- iv. The Secretary shall keep a record of all Board and General meetings of the Club and of all votes taken in the order of business. The Secretary shall receive and send correspondence on behalf of the Club to notify members of meetings, notify Officers and Directors of their election to office, keep a roll of the current members of the Club complete with addresses and telephone numbers and carry out such other duties as are described in these by-laws.

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- v. The Treasurer shall collect and receive all revenues of the Club and shall deposit same in a Club bank account as approved by the Board, in the name of the Club. The books of the Club shall be open to inspection by the Board at any time and a financial report shall be provided at every meeting of the Board and every Annual General Meeting of the Club. The financial records of the Club shall be the property of the Club.
 - vi. Regional Directors will assist in the management of regular Club business as well as in various functions and events hosted during their term in office. Regional Directors shall be assigned specific duties by the Club's Officers based on current commitments and needs.
 - vii. To help meet the Club's Goals as outlined in Section 2 Goals and Objectives in addition to normal Club operations the Club Officers shall ask each of the four Regional Directors to represent a specific area of interest.
 - viii. These areas shall be categorized as Field, Show, Obedience and Miscellaneous (to cover all other areas of interest such as Tracking and Agility). For each area of interest the representative will then be a contact point to the general Membership and shall attempt to promote their assigned area perhaps by organizing an event. This would be based on current interest as well as Club resources. The Director need not run the event themselves but shall be part of the Event's committee.

c. Filling of Vacancies

Should a vacancy occur on the Board, the Board may appoint a member of the Club to fill the vacancy. Should a vacancy occur in the office of President, such vacancy shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice-President shall be filled by a majority vote of the Board.

d. Terms of Office

The elected Officers and Directors shall take office on January 1st of the year following the election. A term shall be equal to one calendar year that being from January 1st until December 31st.

Each of the former Board members shall turn over to his successor in office, all properties and records relating to that office by January 1st of the new term.

e. Directors

Directors of the Club must reside in the area in which they represent.

6. Club Year

The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December.

7. Finances

The Club du Labrador du Quebec must have a separate and independent bank account in the name of the Club and all cheques drawn from the club account must have the signature of a minimum of two (2) officers and naming the office.

The signing officers for the Club shall be the Treasurer and President.

8. Voting

a. Voting

At the Annual General Meeting or a Special General Meeting of the Club voting shall be limited to those members in good standing who are present at the meeting. Only exception is the election of Officers and Directors and amendments to the Constitution and By-laws which shall be decided by written ballot. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballot. Non-residents are ineligible to vote.

9. Elections

a. Ballots

The Election of Officers and Directors shall be conducted by secret ballot. Ballots to be valid must be received by the Secretary (or an independent individual or firm designated by the Board) one hour prior to the beginning of the Meeting. Ballots shall be counted at the meeting by three inspectors of election who are members in good standing and neither members of the current Board nor candidates on the Ballot and who shall be chosen by the members present at the meeting. (Providing, however, that the Board may designate an independent professional firm to send, receive and count the ballots.) The person receiving the largest number of votes from each position shall be declared elected. If any nominee is unable to serve for any reason, such nominee shall be elected and the new Board of Directors shall fill the vacancy so created in the manner provided in Section 4.c.

Officers – Members of good standing with the Club shall elect the officers of the Club.

Directors – The Directors of the Club shall reside in the region that they represent. Members of good standing with the Club shall elect the directors.

b. Nominations

- i. No person may be a candidate in a club election who has not been nominated in accordance with these By-laws. The Board of Directors shall choose a Nominating Committee before August 15th. The Committee shall consist of three members from different areas of the area of operation, and two alternates, all members in good standing, no more than one of whom may be a member of the current Board of Directors. The Board shall name a Chairman for the Committee. The Nominating Committee may conduct its business by mail.
- ii. The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each office and for each other position on the Board of Directors and shall procure the acceptance of each nominee so chosen. Candidates shall not be nominated for more than one office or position. The Committee shall then submit its slate of candidates to the Secretary. The Secretary shall in turn mail the list including the full name of each candidate and the region in which they reside to each member of the Club on or before September 20th. This will allow additional nominations to be made by the members if they so desire.
- iii. Additional nomination of eligible members may be made by written petition addressed to the Secretary and received at his regular address on or before October 15th. This petition must be signed by two members of good standing and accompanied by the written acceptance of each such additional nominee signifying his willingness to be a candidate.

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- iv. If the Secretary on or before November 15th receives no additional valid nominations the Nominating Committee's slate shall be declared elected and no balloting will be required.
 - v. If one of more valid additional nominations are received by the Secretary on or before November 1st, he (or an independent individual or firm designated by the Board) shall on or before November 15th, mail to each member in good standing a ballot. This ballot shall list all of the nominees for each position in alphabetical order, along with the name of the region in which the nominee resides. The ballot shall be mailed together with a blank envelope and a return envelope addressed to the Secretary (or an independent individual or firm designated by the Board) marked "Ballot" and bearing the name of the member to whom it was sent. So that the ballots may remain secret each voter, after making his ballot, shall seal it in the blank envelope which in turn shall be placed in the second envelope addressed to the Secretary (or an independent individual or firm designated by the Board). The inspectors of the election (or an independent individual or firm designated by the Board) shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the blank envelope; and shall certify the eligibility of the voters, as well as the results of the voting. Results of the ballots shall be announced at the Annual General Meeting followed by written notification to all members.
 - vi. Nominations cannot be made at the Annual Meeting or in any manner other than as provided above.

10. Committees

a. Standing Committees

The Board may each year appoint standing committees to advance the work of the Club in such matters as Conformation shows, Obedience trials, field events, trophies, annual prizes, membership, bulletins, web sites and other fields which may well be served by committees. Such committees shall always be subject to final authority from the Board. Ad hoc committees may from time to time be appointed by the Board to aid the Board with specific projects.

b. Committee Appointments

Any committee appointment may be terminated by a majority vote of the Board upon written notice being sent to the appointee, and the Board may appoint a successor to the person whose services have been terminated.

11. Discipline

a. Canadian Kennel Club Suspension

Any Club du Labrador du Quebec member who is suspended, debarred, deprived, expelled or whose membership has been terminated by the Canadian Kennel Club discipline committee shall be suspended from the privileges of the Club du Labrador du Quebec for a like period.

b. Complaints

- i. Any member may lay a complaint against a member for alleged misconduct prejudicial against the best interests of the Club or the Labrador Retriever breed. Written complaints containing the details of the alleged misconduct must be filed in duplicate with the Secretary together with a deposit of \$50.00 which shall be forfeited if the defendant is found guilty at a hearing of the Board or of a committee duly appointed for this purpose.

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- ii. The Secretary upon receiving such a complaint, within 30 days shall forward a copy of the complaint, along with notice of hearing to the defendant, the complaint and each member of the board or appointed committee.
 - iii. The hearing date shall be set no later than 90 days from date of receipt of the complaint. If the Board chairs the hearing, a minimum of four (4) members of the Board must be present. In the event that a committee chairs the hearing, a majority of the appointed committee must be present. Should a complaint be laid against the Secretary, then the President shall act in accordance with these by-laws.

c. Hearing

The Board or appointed Committee shall ensure that both the complainant and the defendant are treated fairly and in accordance with the rules of natural justice. Should the complaint be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board or Committee may be a majority vote of those present, impose an appropriate penalty. The Secretary shall then notify each of the parties of the decision within 30 days of the decision.

d. Expulsion

- i. Expulsion of a member from the Club shall be accomplished at an Annual General Meeting of the Club following a proper hearing and upon the recommendation of the Board or Committee being provided as stated in Section C of this Article. The President shall read the complaint and report the findings and recommendations of the Board or appointed committee, and shall invite the defendant, if present, to speak on his own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.
- ii. At the discretion of the Board, expulsion may also take place by mail-in vote consisting of a 2/3 majority of all eligible voting members in favour of expulsion. Proxy voting is not permitted.

12. Amendments

a. Proposal for Amendments

Amendments to the constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by ten members in good standing. Amendments proposed by such petition shall be considered by the Board of Directors at the next regular meeting and must subsequently be presented to the Board within ninety days (90) of the date when the Secretary originally received the petition.

b. Amendment by Vote

The constitution and by-laws may be amended at any time provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing on the date of mailing, accompanied by a ballot on which he may indicate his choice for or against the action to be taken. Dual-Envelope procedures shall be followed in handling such ballots, to assure secrecy of the vote. Notice with such ballot shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Secretary to counted. In the case of constitution and by-laws a two-thirds majority vote of all eligible voting members required. Voting must be by mail-in ballot.

Proxy voting is not permitted.

c. Canadian Kennel Club Approval

No amendment to the constitution, by-laws shall be effective until The Canadian Kennel Club has approved it.

13. Dissolution

The Club du Labrador du Quebec 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 the Club who are in favour of this decision. Proxies are not permitted. In the event of the dissolution of the Club, other than for purposes of re-organization, whether voluntary or involuntary or by operation of law, none of the property of the club, nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club its property and assets shall be given to a charitable organization for the benefit of dogs such organization being selected by the Board of Directors.

14. Order of Business

a. Annual General Meeting

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

- i. Call the meeting to order
- ii. Roll Call
- iii. Minutes of the last Annual General Meeting
- iv. President's Report
- v. Secretary's Report
- vi. Treasurer's Report
- vii. Committee Reports
 - Membership
 - Field
 - Show
 - Obedience
 - Web
 - Other
- viii. Election of Officers and Board
- ix. Election of new members
- x. Unfinished business
- xi. New Business
- xii. Other business
- xiii. Adjournment

b. Special General Meeting

- i. Call the meeting to order
- ii. Roll Call
- iii. Statement of purpose of the meeting
- iv. Business of meeting
- v. Adjournment

c. Board of Directors Meeting

- i. Call the meeting to order
- ii. Roll Call
- iii. Minutes of the last Board of Directors Meeting
- iv. President's Report
- v. Secretary's Report
- vi. Treasurer's Report
- vii. Committee Reports
 - Membership
 - Field
 - Show
 - Obedience
 - Web
 - Other
- viii. Unfinished business
- ix. Election of new members
- x. New Business
- xi. Other business
- xii. Adjournment