

The Cairn Terrier Club of Canada



**THE
CONSTITUTION
AND BY-LAWS
June 22, 2026**

CONSTITUTION AND BY-LAWS

ARTICLE 1 INTERPRETATION

1.01

In this Constitution and By-Laws, the following definitions shall apply:

“Associate Member” has the meaning ascribed to it in Article 4.02;

“CKC” shall signify the Canadian Kennel Club;

“Club” or “CTCC” shall mean the Cairn Terrier Club of Canada as outlined in Article II hereof;

“Complaint” shall mean a written complaint to the Board of Directors regarding a Member’s breach of the Constitution and By-laws including “Schedule B”, the Code of Ethics and Practice

“Club” shall mean the Cairn Terrier Club of Canada as outlined in Article 2 hereof;

“Director” shall mean a director of the Board of Directors of the Club;

“Good standing” for Regular and Lifetime Members shall mean that fees are paid to date and that the member is not a Member in Issue;

“In Writing or Written” means printed or electronic form of document;

“Joint Members” has the meaning ascribed to it in Article 4.04

“Lifetime Member” has the meaning ascribed to it in Article 4.05;

“Meeting” shall mean in-person or electronic meeting;

“Member” means any of Associate Member, Regular Member, Joint Members and/or Lifetime Member of the Club;

“Member in Issue” has the meaning ascribed to it in article 5.01;

“Nomination Deadline” means the date fixed by the Elections Committee, for electoral purposes, as described in Article 9.05;

“Officers” shall mean the President, Vice-President, Secretary, Treasurer and Immediate Past President of the Club, or singularly, Officer shall mean any one of these;

“Response” means the written response of a Member in Issue, as described in Article V

“Regions” or “Region” has the meaning set out in Article 8.02; and

“Regular Member” has the meaning ascribed to it in Article 4.03.

1.02 Ambiguity

Any interpretation required to give effect to the Constitution set out herein or By-laws shall be made by the Board of Directors.

1.03 Time

Where an act is required to be done by this Constitution and By-Laws on or before a specified date and the act has not been done by that date it shall be done as soon as practicable thereafter.

ARTICLE II NAME OF CLUB

The name of the Club shall be THE CAIRN TERRIER CLUB OF CANADA (the “Club”).

The Club shall serve all provinces and territories of Canada.

The Club has the sole right to the Club’s logo(s). Members are not permitted to use the logo(s) on any paper or electronic documents or sites.

ARTICLE III OBJECTS AND PRINCIPLES OF THE CLUB

The CAIRN TERRIER CLUB OF CANADA will be a non-profit club.

The objects and aims of the Club shall be:

- a) to promote the quality, health and reputation of the breed called the Cairn Terrier;
- b) to maintain the standards of the breed as set out in Schedule "A" to this Constitution and By-Laws entitled “The Canadian Kennel Club Breed Standard for the Cairn Terrier”, and
- c) to encourage the art of responsible breeding and the care, handling and exhibition of the breed;
- d) to guard against the commercial exploitation of the breed;
- e) to hold approved CKC events including but not limited to Conformation; and
- f) to organize or support a system for local Cairn rescue.

The principles of the Club shall be:

- a) 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 contravention within this Constitution & By-Laws.
- b) The club shall take all necessary steps to investigate and comply with Federal and Provincial Guidelines with respect to clubs and corporations.

- c) The Club may employ 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.

ARTICLE IV MEMBERSHIP

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

Any person who meets and agrees with the following requirements shall be eligible to apply for Club membership:

- a) All members shall adhere to:
- The Cairn Terrier Club of Canada Constitution and By-laws;
 - The Cairn Terrier Club of Canada Code of Ethics and Practice; and
 - The Code of Practice for Canadian Kennel Club Member Breeders.
- b) The person has never been expelled by the CKC or convicted under provincial or federal legislation for cruelty or abuse to animals shall be eligible for membership.

4.01 Categories of Membership

The Club is comprised of four categories of membership:

- a) Associate Member (individual or joint);
- b) Regular Member;
- c) Joint Members
- d) Lifetime Member.

4.02 Associate/New Members

All new members shall make application to the Club as an Associate Member (individual or joint) as described herein.

Associate Members are Members who hold a limited membership. Associate Members are eligible to participate in all the Club's activities but are limited in that Associate Members are not permitted to and shall not perform the following:

- a) vote at any meetings of the Club;
- b) act as an Officer or Director of the Club;
- c) nominate or second any Regular or Joint Member for a position as either an Officer or a Director of the Club;
- d) propose or second any new Members to the Club; or
- e) listed on the breeder list on the Club website or any other Club breeder list.

After a minimum of one year of consecutive membership with the Club, Associate Members may apply for admission as a Regular or Joint Member of the Club.

4.03 Regular Members

Regular Members are Members who hold an unlimited membership. Regular Members are eligible to participate in all the Club's activities. Regular Members are permitted to perform the following:

- a) vote at any meetings of the Club;
- b) act as an Officer or Director of the Club;
- c) nominate or second any Regular Member for a position as either an Officer or a Director of the Club; or
- d) propose or second new Members to the Club.
- e) After two consecutive years of regular membership, a member may apply to the Board to have their name listed on the Club's breeders list.

4.04 Joint Members

Joint members are two (2) adult members residing in the same household, each having all the rights and privileges of either Regular or Associate Members outlined in Article 4.03.

4.05 Lifetime Members

The category of Lifetime member was eliminated effective January 1, 2027. Members in the category of Lifetime member prior to January 1, 2027, shall retain their Lifetime member designation. They do not pay any membership fees to the Club, and they continue to have all the rights and privileges previously enjoyed.

4.06 Application for Associate Membership/New Membership

As outlined herein, all new Members shall make application to the Club as an Associate Member. Any person may make an application to the Club to be an Associate Member.

Application for Associate Members must be accompanied by:

- a) a completed and sign the Club application form, and
- b) a signed and subscribed to the Code of Ethics of the Club attached here to Schedule "B".

Submit both documents with the appropriate fee to the Treasurer of the Club.

The Treasurer shall review the documents to ensure they are completed correctly and inform the Club Secretary of the application.

Once a month, the Club Secretary shall inform the Board of Directors of the application(s) received during the month.

All Club members shall be informed by electronic communications of the applications received. Club members are provided 30 days from the date of the electronic communication to advise the Board of any valid objections on eligibility they may have with the application(s).

At the end of the 30-day period, the Board of Directors shall review the application(s) and any objections by the Club membership. If the Board deems the applicant ineligible, the application shall be denied.

An applicant whose membership application has been rejected/denied, will be provided with a reason for such rejection/denial, in writing or email, within 30 days of the Board's decision.

An Associate Member may be removed from the membership roll at any time should the Board receive evidence of infractions or activity that deem the Associate Member ineligible.

4.07. Application for Regular Membership

Only Associate Members who have maintained a membership with the Club for one year may apply to become Regular Members in the Club.

Regular Members may be admitted by application to the Club as follows:

The Associate Member shall make written application and submit the application and appropriate fee to the Treasurer of the Club.

The Treasurer shall review the documents to ensure they are completed correctly. The Treasurer shall inform the Board of the applications. The Board of Directors shall approve or deny the application by a 2/3 majority vote of the Board of Directors.

An applicant whose membership application has been rejected/denied, shall be provided with a reason for such rejection/denial, in writing, within 30 days of the Board's decision.

4.08 . Application for Joint Members

The application process for Joint (associate) members is accepted as the same as the process for Associate Members outlined in Article 4.06. The application process for Joint (regular) members is accepted as the same as the process for Regular Members outlined in Article 4.07.

ARTICLE V EXPULSION, SUSPENSION OR TERMINATION OF MEMBERSHIP

5.01 Member in Issue

A Member in Issue is a Regular, Associate or Lifetime Member who has chosen not to follow the spirit nor the letter of intent of the Articles set forth in the Constitution and By-laws of the Club, including the Code of Ethics and Practice, "Schedule B". The Member in Issue risks expulsion or suspension of their membership.

5.02 Expulsion

A Member in Issue with particularly egregious behaviour(s) may be expelled from the Club by a 2/3 vote of the members present at a Special General Meeting. The details regarding the expulsion and the decision, as well as who undertook the decision, will be provided to the expelled member by the Secretary, within thirty days of the decision being made.

5.03 Reasons for Expulsion

Any member who is suspended, debarred, expelled or deprived from the privileges of the Canadian Kennel Club shall, without notice, be suspended from the privileges of this Club for a like period.

A Member may also be expelled as a result of any or all of the following reasons:

- a) breach of the Code of Ethics and Practice, as provided in “Schedule B”;
- b) conduct injurious to the interests or reputation of the Club, in the opinion of the Board of Directors;
- c) conviction under provincial or federal legislation for cruelty or abuse to animals;
- d) unauthorized use of Club documents and/or logo(s).

5.04 Procedures for Expulsion

- a) Complaint regarding a Regular, Joint, Associate or Lifetime Member must be submitted to the Board in writing with pertinent detail;
- b) Once a complaint is duly submitted and accepted by the Board, that Regular, Joint, Associate or Lifetime Member becomes a Member in Issue;
- c) The Secretary, on behalf of the Board of Directors, will inform, in writing, the Member in Issue of the complaint;
- d) The Member in Issue will have 30 days to provide a written response to said complaint;
- e) The Board will then review and make the final decision regarding the expulsion of the Member in Issue;
- f) The Secretary, on behalf of the Board of Directors, will communicate the decision and the rationale, in writing, to the Member in Issue.

5.05 Reasons and Procedures for Suspension of Membership

A Member’s membership may be suspended as a result of a complaint. The Secretary, on behalf of the Board of Directors, will send a letter outlining the reason(s) for suspension to the Member in Issue, as well as the procedures for having full Membership restored.

5.06 Termination of Membership

A membership shall be terminated when:

- a) a member submits their resignation in writing to the Board of Directors; or
- b) a member does not pay their membership renewal fee as set out in Article 6.01.

ARTICLE VI MEMBERSHIP FEES AND MEMBERSHIP YEAR

6.01 Fees

Membership fees for Regular and Associate Members shall be as fixed by the Board of Directors from time to time.

A reduced Joint membership fee is available for two Members from the same household.

Membership fees are due and payable by January 1st of each year. Membership fees are considered lapsed if not paid by January 31st, and such membership shall be automatically terminated in accordance with Article 5.03 hereof.

6.02 Membership Year

The calendar year shall be considered the membership year.

ARTICLE VII FISCAL YEAR AND SIGNING AUTHORITY

7.01 Fiscal Year

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

7.02 Signing Authority

There are three (3) signing authorities for the Club, which include the President, the Vice-President and the Treasurer. Two of the three signatures are required for the cheque to be valid. None of these three signing authorities may reside in the same household. No signing authority may sign a cheque made out to themselves.

ARTICLE VIII BOARD OF DIRECTORS AND OFFICERS

8.01 Composition and Structure of the Board of Directors including Officers of the Club and Regional Directors

The property and business of the Club shall be managed by a Board of Directors, which shall consist of:

- a) President;
- b) Vice-President;
- c) Secretary;
- d) Treasurer;
- e) Immediate Past-President);
- f) and a minimum of four Directors (the “Directors”) representing the regions defined in Article 8.02.

The positions in paragraphs 8.01(a) through (e) shall collectively be referred to as the “Officers.”

The number of Directors required by this Article may be increased by the Board of Directors if it is considered necessary in the interest of the Club.

All Officers and Directors of the Club shall be residents of Canada.

All Officers and Directors of the Club shall be Canadian Kennel Club Regular or Lifetime Members in good standing.

Officers and Directors shall hold office for two years commencing on January 1st of the year following their election as set out in Article IX.

No officer or director, or member of the Club shall receive any remuneration for their services.

8.02 Regional Requirements for the Board of Directors

The number and location of regions shall meet the requirements of the CKC.

For the purpose of regional representation on the Board of Directors, the Club shall be divided into the following regions (collectively, the “Regions” or each a “Region”):

- a) British Columbia and the Territories;
- b) the Prairie Region (Alberta, Saskatchewan, Manitoba);
- c) Ontario;
- d) Quebec and the Atlantic Provinces.

For the purposes of the CTCC Board of Directors all Regions will be represented by a Director who resides in the Region.

When a Region does not have at least one member in good standing, the Region shall not be represented on the Board of Directors.

The number of Directors from each Region will be elected based on the relative representation of the Associate, Regular, Joint and Lifetime Members located in each Region, provided that no Region has representation of more than three Directors on the Board.

Regional Directors shall be elected by the eligible Members residing in their respective Regions.

8.03 Regions

Requirements to be a Region

- a) All members of a region shall be members of the CTCC.
- b) A region shall have a minimum of 10 voting members at the time the regions are reviewed as part of the Constitution review process as set out in Article 16.01;

- c) All members in a region shall have their primary residence in the region;
- d) A region shall have an Executive comprised of a Chair, Vice-chair and a Treasurer;
- e) All members of the Executive shall be voting members of the CTCC;
- f) A region is not permitted to charge membership fees;
- g) No member shall receive remuneration for their services;
- h) A regional shall raise funds for the purposes of holding a national or regional specialty show;
- i) A region shall clearly state whether their fundraising is for the national Club or the region;
- j) A region shall open a bank account in the name of the CTCC-Region to hold funds raised for regional activities described below;
- k) A region shall provide the CTCC Treasurer a bank statement for the regional bank account dated December 31st of each year;
- l) A region shall provide the CTCC's Treasurer a bank statement from their regional bank account upon request;
- m) The Region's Treasurer shall issue and be a signatory with one other Executive Representative to all cheques issued on behalf of the Region and shall keep the account books and financial records of the Region in a manner approved by the Board of Directors;
- n) The Regional Treasurer will verify that all cheques have two different signatures and no signatory on a cheque shall be the individual to whom the cheque is written.

Purpose of a Region

- a) Represent the members of the region on the Board of Directors,
- b) Further the objectives of the CTCC in the region.
- c) Organize and administer boosters, regional and/or national specialty conformation shows on behalf of the CTCC.
- d) Raise funds for the purpose of holding or participating in the above events in their region.

Review of CTCC Regions

As part of the review of the CTCC Constitution and By-laws process, Regions will be reviewed to ensure they continue to meet Club requirements. Any changes to the Regions will be part of the Constitution amendment process.

A group of members may petition the CTCC Board of Directors to have a new region created. The request will be reviewed as part of the Constitution review process as set out in Article 16.01.

8.04 Committees of the Board of Directors

All Committees are established by the Board which sets out the Committee mandates and appoints the Chairs of said committees. All committees shall be subject to the final authority of the Board of Directors.

Committee members must be Regular or Lifetime Members in good standing of the Club.

The Board will review the membership and mandate of all committees every two years or sooner if required. The Board has the authority to amend the mandate activities and/or membership of a Committee to ensure the Committee operates to meet the Board's current objectives for the Committee.

All Committees shall report either verbally or in writing to the Board on their activities.

The Board has the authority to remove any Committee member or Chair if the Board deems the person is not performing the duties required for the Committee.

8.05 Types of Committees

8.05.01 Standing Committees

Standing Committees are a permanent part of the Club structure and perform essential business and further interests of the Club on behalf of the Board. The Standing Committees of the Club are:

- a) Best Little Pal Committee;
- b) Communications Committee;
- c) Health Committee;
- d) Versatility Committee;
- e) Fundraising Committee; and
- f) Other Committees determined by the Board.

8.05.02 Ad Hoc Committees

Ad Hoc Committees are established from time to time, at the sole discretion of the Board, to perform specific tasks or undertakings for the Board in the areas of elections, events, discipline, membership, constitution revision, and the like. A majority vote of the Board members is required to establish and constitute membership of the ad hoc committee.

An Ad Hoc Committee is automatically dissolved upon completion of their mandate to the satisfaction of the Board.

The Board may also, by majority vote, dissolve an Ad Hoc Committee at any time should the Board deem the Committee is no longer required.

ARTICLE IX ELECTION OF OFFICERS AND DIRECTORS

9.01 Election

There shall be a biennial election of Officers and other Directors, conducted by mail-in or electronic ballot, no later than November 30th of an election year.

9.02 Election Committee

The Board of Directors shall establish an election committee at least two months prior to the date of the election (the “Election Committee”), which shall be comprised of the Secretary and two other members in good standing who are not running for a position on the Board.

9.03 Nominations

The Election Committee shall request nominations of candidates from the Regular and Lifetime Members for each of the positions enumerated in Article VIII hereof.

Nominations shall be:

- a) in writing;
- b) accompanied by the written acceptance of the nominee signifying his/her willingness to be a candidate;
- c) accompanied by their CKC membership number;
- d) submitted to the Election Committee by the nomination deadline fixed by the Election Committee.

No person shall be a candidate for more than one office or position.

9.04 Vacancies

A vacancy in any office in the Board of Directors during the term of office shall be filled by a vote of a quorum of the Board of Directors

The Board of Directors may nominate candidates from Regular or Lifetime Members to fill any position on the Board of Directors and to represent any region set out in Article VIII, for which representation on the Board is required by that Article, or where it is deemed necessary in the interests of the Club.

The candidate will be appointed by a 2/3 majority vote of Board Members in attendance at the meeting where there is a quorum.

9.05 Election Procedure

The Election Committee shall submit its list of candidates to the Secretary within 14 days after the Nomination Deadline.

At least one month prior to an election the Secretary shall mail or send electronically a candidate list to each Regular, Joint or Lifetime Member, naming all the nominees:

- a) for each Officer position; and
- b) for each regional Director position that the Member is eligible to vote on.

The election of Officers and Regional Directors shall be decided by secret ballot. Ballots will be set up for electronic secret ballot or mailed out by the Secretary as set out hereto.

If any nominee at the time of the election is unable to serve for any reason or declines the position, votes for such nominee will not be counted and such nominee shall not be elected. Any vacancy, if created shall be filled by the new Board of Directors.

In the event that no ballot is required for any Officer/Director position or positions, the nominee or nominees for such position or positions shall be declared elected by acclamation.

Ballots shall be counted by the Elections Committee. If the Board Secretary is running for a position; the Secretary will not participate in the ballot counting process.

In the case of a tie vote for a position, the ballots will be recounted. If after the re-count, the vote is still tied, the representative shall be chosen by a straw vote.

Results of the election will be conveyed by electronic communication to all Club members.

ARTICLE X RESIGNATION OR REMOVAL OF OFFICERS AND DIRECTORS

The office of any Officer or Director shall be automatically vacated if:

- a) an Officer or Director resigns their office by delivering a written resignation to the Secretary of the Club;
- b) they are found to be mentally incompetent, by a certified doctor; and/or
- c) at a special general meeting of Members with the required quorum, a resolution is passed, by a 75 percent affirmative vote of the Members present at the meeting, that said Officer or Director shall be removed from office.

ARTICLE XI DUTIES OF OFFICERS AND DIRECTORS

The duties of the Officers and Directors of the Club shall be as set out in this Article.

11.01. President

The President shall preside at all general meetings, all meetings of the Officers and the Board of Directors and they shall be an *ex-officio* member of all committees.

The President ensures that the Club constitution and by-laws are up-to-date and adhered to.

The President shall carry out the signatory duties consistent with the office and the President shall be, whenever possible, a signatory to all cheques issued on behalf of the Club on any account.

The President assumes any other duties that the Club deems applicable to the office of the President.

11.02 Vice-President

In the absence of the President, the Vice President shall preside at all general meetings, all meetings of the Officers and the Board of Directors.

In the event of a longer absence of the President or any Member of the Board of Directors or Committee Chairs, the Vice-president shall assume their duties *pro tem*.

11.03 Secretary

The Secretary shall attend all meetings of the Board of Directors, all general meetings, shall keep minutes and records of items of major importance and shall be responsible for all Club correspondence as directed by the President/or Board of Directors, including notifying the membership of meetings.

The Secretary shall purchase stationary, stamps and office equipment, etc. up to an amount specified by the Board of Directors. Should the Secretary wish to exceed that fixed amount, permission must be first granted by the Board of Directors.

The Secretary must carry out and be responsible for all usual secretarial duties associated with a club of this nature.

11.04 Treasurer

The Treasurer shall receive and deposit in a bank to be approved by the Board of Directors, all monies belonging to the Club.

The Treasurer shall issue and be a signatory with one other Officer to all cheques issued on behalf of the Club on any account and shall keep the account books and financial records of the Club in a manner approved by the Board of Directors.

The Treasurer will verify that all cheques have two different signatures and no signatory on a cheque shall be the individual to whom the cheque is written.

The Treasurer shall annually submit an audited financial statement showing the financial position of the Club, to the Board of Directors.

11.05 Signing Authorities

Signing authority on the Club account shall be the Treasurer, President and one other Officer of the Board of Directors, selected by the Board of Directors. Signing authority must not reside within the same household.

Financial signing authorities shall not reside in the same household.

No Officer, Director, or member of the Club shall receive remuneration for service.

11.06 Directors

All Directors shall be responsible for the carrying out of the objectives of the Club as set out in Article III.

Directors in carrying out their duties shall specifically endeavor to:

- a) attend and participate in all meetings of the Board, Special Meetings and Annual General Meetings.

- b) prepare and submit reports on the activities within their region to the Secretary prior to all meetings

ARTICLE XII

MEETINGS OF MEMBERS

All meetings of Club Members shall be governed by Rules of Order as found in Robert's Rules of Order as far as they are applicable and not inconsistent with the provisions of this Constitution and By-Laws.

12.1 Annual General Meeting

The Club shall hold an Annual General Meeting (AGM) in conjunction with the National Specialty where possible, or at a time as set by the Board of Directors prior to the end of the fiscal year. The AGM may also be held by virtual means, and when held in person a virtual option will be provided for members that cannot attend.

12.2 Board Meetings

The Board shall meet at a minimum of four times a year, either in person at a selected location, by electronic means (Zoom, Teams, etc.) or by teleconference. The secretary will notify the Board members electronically no later than 15 days before the meeting date.

12.3 Special General Meetings

Special General Meetings may be called by the President, or by a majority vote of the Board of Directors, or by a petition of at least ten signatures of Members in good standing being presented to the President. The President will convene the special general meeting via virtual platform within 15 days of receipt of said request by Members in good standing. The agenda will include the item of urgency for which the meeting was called, and no other business will be transacted.

12.4 Regular General Meetings

Regular General Meetings are not predetermined and will be convened at the call of the President or by a majority vote of the Board of Directors as required.

12.5 Quorum

15% of voting members shall be a quorum for meetings of the Club membership.

ARTICLE XIII

MEETINGS OF THE BOARD OF DIRECTORS

All meetings of the Board of Directors shall be governed by Rules of Order as found in Robert's Rules of Order as far as they are applicable and not inconsistent with the provisions of this Constitution and By-Laws.

13.1 Meetings

Meetings of the Board of Directors may be held at any time and place to be determined by the Directors. Meetings may be held in person, electronically (i.e. by Zoom, Teams, etc.) or by teleconference.

13.2 Quorum

Six Members of the Board of Directors shall be a quorum.

ARTICLE XIV ORDER AND CONDUCT OF BUSINESS

The order and conduct of business at all meetings shall be as follows:

14.1 Conduct of Business

- a) The Secretary shall give notice in writing of all meetings at least 15 days prior to the date of the meeting.
- b) Regional and committee reports to be received by the Secretary no later than 4 days prior to a meeting.
- c) Secretary shall provide to members previous minutes, reports and Agenda, 2 days prior to a meeting.
- d) Members to review agenda, previous minutes and all reports prior to meetings.

14.2 Order of Business

- a) roll call of Officers, Directors and Members;
- b) approval of agenda;
- c) reading of minutes of previous meeting;
- d) reports of Officers and Board of Directors;
- e) reports of Chairs of the various committees;
- f) Treasurer's report of income and expenditures;
- g) reading of the Club's correspondence;
- h) business arising from the Club's correspondence;
- i) unfinished business;
- j) election of Officers (Biennial general meeting);
- k) new business;
- l) notice of next meeting; and
- m) adjournment.

ARTICLE XV COMPLAINTS AND APPEAL PROCESS

15.1 Complaint About a Member

Any member may file a complaint against another member of the Club for misconduct of the Club Constitution and/or Club Code of Ethics and Practice. Any complaint by a Club Member against another Club Member or their dog shall be considered by the Board of Directors, whose decision shall be final, after the defendant's one right of appeal.

15.2 Complaint About a Member - Process

- a) The Complaint must be submitted in writing to the Secretary with sufficient detail regarding the defendant's or defendants' action(s)/misconduct; and
- b) The Complaint must be accompanied with a \$50 deposit which shall be forfeited if such charges are not sustained by the Board or a Board appointed Committee following a hearing.
- c) The Board shall meet by electronic communication to first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club
- d) If the Board determines that the charges do not allege conduct prejudicial to the best interests of the Club it may refuse to entertain jurisdiction. The Secretary shall inform the complainant and defendant of the Board's decision.
- e) If the Board entertains jurisdiction of the charges, both the complainant and defendant shall be provided with a date and time of hearing of the complaint a minimum of thirty (30) days before the complaint shall be heard/considered. The Secretary shall promptly send one copy of the charges to the defendant by email or registered mail together with a notice of the hearing which will be held via electronic communications and an assurance that the defendant may virtually appear in their defense and bring witnesses if they wish
- f) A member who resigns while charges have been preferred against them or allows their membership to lapse during the fiscal year in which the charges were sustained may not apply for membership for a minimum period of five (5) years from the time of resignation or lapse or the end of any suspension, after which they may reapply for admission to membership according to the process outlined in Article 4.05.
- g) The Board of Directors will discuss and review the case and decide the outcome and any action required through a vote that is recorded in the meeting minutes.
- h) The Secretary shall inform both the complainant and defendant of any decision in writing within thirty (30) days of the decision taken by the Board of Directors.
- i) If the complaint is upheld, the \$50 deposit will be refunded to the complainant.

15.3 Complaint About an Officer or Director of the Board

- a) Where the complaint involves misconduct, misrepresentation or any breach of this Constitution and/or By-Laws by one or more members of the Board of Directors, written notice of the offence together with supporting evidence shall be forwarded to the club Secretary by email or registered letter and the club Secretary must immediately provide copies of the complaint to the Board of Directors.
- b) If the complaint is in whole or in part against the Secretary, the complaint shall be sent to the President.
- c) The Board of Directors shall respond to the complainant with resolution within [thirty (30) days] of receipt of the complaint.
- d) If the Complainant remains unsatisfied and communicates dissatisfaction in writing or email to the Club Secretary, a Special General Meeting shall be scheduled by the club Secretary where, by a majority vote of the membership present, the complaint will be deemed justified or disregarded

- e) If the complaint is deemed justified, resolution will be presented in the form of a Motion, and the majority vote of the membership present shall rule

15.4 Appeal

- a) Any person subject to any decision arising out of a complaint filed through the Club's internal disciplinary process may file an appeal. Appeals must be filed in writing and forwarded to the Secretary. The Secretary shall promptly send a copy of the appeal to each Board member and/or present them at a Board meeting.
- b) An appeal hearing shall be scheduled within thirty (30) days of the receipt of the appeal. The complainant and defendant shall be provided with a date and time for the appeal hearing a minimum of thirty (30) days before the appeal shall be considered.
- c) Both the complainant and defendant have the right to attend the appeal hearing, which may be conducted via electronic communication.
- d) This shall not be a retrial, but rather a hearing to determine whether there is just cause to overturn the decision. Arguments during the appeal process are limited to this aspect. After hearing the testimony presented by the complainant and defendant, the Board may, by a majority vote of those present, decide to sustain or overturn the original decision. The Secretary shall inform both the complainant and defendant.
- e) The decision of the Board of Directors after this one appeal process is final.

ARTICLE XVI CONSTITUTION AND BY-LAWS REVIEW & AMENDMENTS

Proposal of Amendments

16.01 Review Procedure

There shall be a review of the Constitution and By-Laws at a maximum of every five years.

16.02 Review Committee

The ad hoc review committee must have at least three Regular or Lifetime members, one of which is on the current Board of Directors.

16.03 Proposal of Amendments

Amendments to this Constitution and By-Laws or the schedules thereto attached may be proposed by:

- a) the Review Committee; or
- b) written petition addressed to the Secretary and signed by ten Regular or Lifetime Members.

16.04 Vote to Approve Amendment(s)

Amendment(s) to the Constitution and By-Laws must be approved by a vote of the Regular, Joint and Lifetime Members. A two-thirds majority of returned ballots is required to affect the amendment(s).

Voting must be by mail-in ballot and/or by electronic vote; proxies are not allowed.

Procedure for ballots.

The primary ballot process shall be electronic. Accommodations shall be made for members who are unable to participate in electronic voting.

Procedure for mail-in ballots

The Secretary shall mail each Regular, Joint and Lifetime Member a copy of the proposed amendments, a ballot together with a blank envelope and a return envelope addressed to the Secretary, marked "ballot" and bearing the name of the Regular or Lifetime Member to whom it was sent.

Each Regular or Lifetime Member, after marking their ballot, shall seal it in the blank envelope which in turn shall be placed in the envelope addressed to the Secretary.

No amendment(s) to the Constitution and By-Laws shall become effective until approved by the Canadian Kennel Club.

16.05 CKC Approval of the Constitution and By-laws

Amendments to the constitution and by-laws will be forwarded to the CKC Shows and Trials Division within thirty (30) days of being passed by the Club

16.06 CKC Approval of the Standard

Proposed amendments to the Breed Standard must receive acceptance by a minimum of two-thirds (2/3) of all votes cast in order for these amendments to be submitted to the CKC. Voting must be by mail in ballot or electronic vote. Proxies are not allowed.

Proposals for amendments to the Breed Standard by the Club must meet CKC Procedure RG002 – Proposed Changes to a Breed Standard.

Only CKC members in good standing are eligible to vote on any proposed changes to breed standards.

ARTICLE XVII CLUB ACTIVITIES

17.01 Dog Shows

All dog shows held under the name of the Club shall be in accordance with the CKC Dog Show Rules.

The National Specialty may be held annually and whenever possible be rotated through the Regions.

17.02 Limitation on use of the Name of the Club

At no time shall any Officer, Director or Member of the Club undertake any activities in the name of the Club, which shall in any way conflict with this Constitution or the Constitution and Rules of the CKC.

ARTICLE XVIII DISSOLUTION

18.01 Dissolution by Consent

The Club may be dissolved at any time by the consent in writing of not less than two-thirds of the Members.

No property, assets of the club, nor any proceeds thereof shall be distributed to any members of the Club.

After payment of all debts and liabilities of the Club, the property and assets to the Club shall be transferred to any organization in Canada which, in the opinion of the Board of Directors, has objects consistent with those of the Club and if there is no such organization then the property and assets shall be distributed to accredited Veterinary Colleges involved in small animal research or to a Charitable Organization for the benefit of dogs.

The Secretary will provide the CKC with a copy of the minutes from the Club meeting when the vote was taken to dissolve the Club, complete with the number of votes in favour and not in favour of dissolution. Each member who voted in favour of dissolution must sign a form provided by the secretary to confirm their vote and this form will also be provided to the CKC.

ARTICLE XIX REPEAL OF PREVIOUS CONSTITUTION AND BY-LAWS

All previous Constitutions and By-Laws of the Club are repealed and replaced with the Constitution and By-Laws set out herein.

All previous Constitutions and By-Laws of the Club are repealed and replaced with the Constitution and By-Laws set out herein.

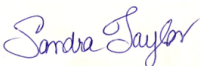
ENACTED AND PASSED by a two-thirds vote of all regular and Lifetime Members counted on the day of June 22, 2026.

Revisions to this Constitution and By-Laws, as mandated by the Canadian Kennel Club By-Laws, were incorporated as of July 21, 2026.

President



Secretary



**THE CAIRN TERRIER CLUB OF CANADA
CODE OF ETHICS AND PRACTICE**

The Cairn Terrier Club of Canada's goals are to preserve, promote and protect the Cairn Terrier. Club members are expected to represent and maintain the integrity of the Club as they interact in public with their dogs. Further, the Cairn Terrier Club recognizes that the quality and reputation of the breed rests squarely with its breeders, but that all Cairn Terrier owner-members must be ethical in their treatment of the Cairn Terrier. Therefore, as guidance to all Cairn Terrier lovers, the Cairn Terrier Club of Canada sets forth below certain standards of conduct to be followed by its members.

Part A: General Code of Ethics and Practice

Members:

- a) Strive to represent the breed and the Club in a positive manner;
- b) Provide, care for, and train their Cairn Terriers in a humane and responsible manner
- c) Commit to good sportsmanship as they participate in events with their dogs;
- d) Refrain from knowingly making unfair or untrue statements about their own dogs and practices, and about the dogs and practices of others;
- e) Maintain respectful communications with other members/dog enthusiasts when using social media;
- f) Maintain the integrity of members-only materials on the Cairn Terrier Club of Canada website and social media applications by keeping passwords and information safe;
- g) Keep personal information of Club members private.

Part B: Breeders Code of Ethics and Practice

Current or future Breeders

- a) Comply with the Code of Practice for Canadian Kennel Club Member Breeders (Schedule "C") concerning breeding principles and responsibilities, breeding practices, selling practices.
- b) All dogs/puppies sold are registered with the CKC.
- c) Strive to conform to the CKC Breed Standard to improve progeny and to reduce conformation faults, while giving important consideration to each of type, temperament, soundness and health.
- d) All dogs/puppies are sold with a written sales agreement that includes the conditions of the sale including a return or replacement policy.
- e) All dogs/puppies have a health check by a veterinarian and obtain documentation on date and type of vaccinations administered to the dogs/puppies. A copy of the documentation will be provided to the purchaser.

- f) Upon request, of the CKC, the Breeder will provide the CKC with all breeding documents and registrations for inspection.
- g) Do/will not permit any of my purebred dogs to be bred with another breed or to an unregistered dog.
- h) Only breed purebred dogs and will not intentionally crossbreed dogs or breed to an unregistered dog.
- i) Make a conscientious effort to learn about and keep up to date on the latest puppy rearing practices, as well as health testing for breeding/genetic health problems, and consider registering serious anomalies with the appropriate registries.
- j) Place puppies or older cairns in homes that have been thoroughly screened for suitability to own a cairn so that the cairn is cared for appropriately with respect to the cairn's age and physical condition, health/veterinary attention, diet, and exercise/stimulation;
- k) Assure that any conditions, warranties or other agreements pertaining to the sale of a Cairn Terrier are put in writing in clear terms and provide a copy of said written agreement to the buyer.
- l) Provide to pet owners, at point of sale, a complete medical history and health records, and recommendations for proper care, nutrition and grooming.
- m) Protect the breed, as advocated by the CKC, by not selling or donating any puppy or dog for the purpose of auctions, raffles or pet store sales.

I have read and understand and subscribe to the above.

Signature of Applicant/Member: _____

Date: _____