

THE ONTARIO BASSET HOUND ASSOCIATION

Constitution and/or By-Laws

Effective Date: January 6, 2025

Last Amended: January 6, 2025

ARTICLE 1 Name, Area of Operation & Objectives

- 1.1 Name: The name of the club shall be The Ontario Basset Hound Association, hereinafter referred to as ‘the Club’.
- 1.2 Area of Operation: The Club shall serve the province of Ontario and shall be a Provincial Club.
- 1.3 Aims and Objectives: The Ontario Basset Hound Association is dedicated to the promotion of the breed of dog known as the Basset Hound through:
 - (a) Educating members and the public about the breed, its development, history, care and training, and offering interaction with the community at large by means of the Club’s website, social media page(s), documents, public displays, demonstrations, presentations, etc.
 - (b) Requiring Club members to accept the Breed Standard (APPENDIX 1), as approved by The Canadian Kennel Club (CKC), as the only standard of excellence by which purebred basset hounds shall be judged in Canada.
 - (c) Protecting and advancing the interests and quality in the basset hound breed by encouraging research and responsible breeding to the betterment of the basset hound’s natural qualities.
 - (d) Conducting and/or supporting specialty shows, sanctioned matches, and other allowed and approved events under the rules of the CKC.
 - (e) Exhibiting and encouraging respect and ethical sportsmanship to others at all events held under the CKC Rules and Regulations and any other sponsored activity or function of the Club.
 - (f) Actively promoting and participating in training opportunities and events related to the breed and its functions.
 - (g) Mentoring new members in the various roles within the Club to encourage club growth and foster a sense of community and fellowship within the Club.
- 1.4 Principles: The Club shall be operated on a not-for-profit basis. Any resulting surplus shall not be used for the benefit of any individual member of the Club. 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.
- 1.5 The good name and reputation of this Club depend upon every member taking personal responsibility for maintaining our Code of Ethics. Members must agree to abide by the Code of Ethics as included in these By-Laws (APPENDIX 2).
- 1.6 Electronic Methods: The Club employs the use of electronic signatures, electronic mail, online voting platforms/ballots, 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 2 Membership

- 2.1 Membership Year: The membership year shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December.
- 2.2 Eligibility for Membership
 - 2.2.1 No person who has been deprived, suspended, debarred, expelled, or whose membership has been terminated by the CKC, or who has been found guilty in a court of law on any charge relating to cruelty of animals, or who is involved in providing puppies, dogs or related services to research facilities, commercial pet wholesalers, brokers or dealers, raffles or the like, pet shops or other pet retail outlets, or who is actively participating in the breeding and/or selling of dogs that are not purebred, shall be eligible for membership.
 - 2.2.2 Application for membership in the Club shall be received from individuals that are breeders, owners, or enthusiasts of the breed living in any location in Canada and will be considered from residents of countries other than Canada at the discretion of the Board of Directors. Breed ownership is not a requirement for membership provided not less than seventy (70%) percent of the club’s members currently own or have owned the breed and have provided the Club with the name(s) and registration number(s) of said owned dogs.

2.2.3 Each applicant for membership must agree to abide by the Constitution, By-Laws, Code of Ethics, rules and decisions of the Club.

2.3 Types of Membership

2.3.1 **Regular (Individual) Membership:** Breeders, owners and/or enthusiasts of basset hounds, living within Ontario, Canada, provided they are eighteen (18) years of age or over, and eligible for individual membership in the CKC, who have applied for membership with an endorsement from at least one (1) Regular or Lifetime member in good standing, may enjoy all club privileges, including the right to vote on Constitution & By-Law changes, vote in elections, and be nominated for, stand for and hold office. Regular Members who join or are approved after June 30 of the Club's current year may vote but will not be eligible to be nominated for or stand for or hold office in that year's elections.

2.3.2 **Associate (Individual) Membership:** Breeders, owners and/or enthusiasts of basset hounds, living outside of Ontario, Canada, or applicants living within Ontario who wish to join as a non-voting member, provided they are eighteen (18) years of age or over. Associate members pay dues, and are entitled to move, second and vote on ordinary business at any general meeting of the club at which they are in attendance but are not entitled to vote on Constitution & By-Law changes, in elections or stand for or hold office. Associate Members may serve on any of the Club's committees, except as Chairperson. Puppy memberships purchased by a breeder member of the Club for a new puppy owner's first year of membership shall be enlisted as Associate members. Associate members who are Ontario residents and meet the eligibility criteria may request to convert to Regular members at the time of membership renewal.

2.3.3 **Household (Dual) Membership:** Two (2) adult members residing in the same household who meet all the same eligibility criteria for Regular Membership.

2.3.4 **Junior (Individual) Membership:** Open to children between the ages of four (4) and seventeen (17) years of age. Junior members must provide their date of birth on their application. Juniors do not pay dues but are entitled to all club privileges of an Associate Member except for voting. A Junior member who attains the age of eighteen (18) years during the Club year may become a Regular or Associate Member, depending upon their place of residence, for the balance of that Club year, upon advising the Club Secretary in writing. Juniors who do not request conversion within sixty (60) days of turning eighteen (18) will be considered lapsed and may be dropped from membership and mailing lists of the Club.

2.3.5 **Lifetime (Individual) Membership:** Regular Member who has rendered long and meritorious service to the Club. A member of the Club in good standing for at least twenty-five (25) years, **or** a Regular member who has made significant contributions to the Club and the basset hound breed. Considered by nomination to, or by, the Board of Directors, and approved with a two-thirds majority vote of the members attending the Annual General Meeting. Life Members are exempt from membership fees but enjoy all privileges as a Regular member of the Club.

2.4 Application for Membership

2.4.1 Each applicant for membership shall apply on the prescribed form as approved by the Board. The application shall state the name and address of the applicant, and for Regular applications, shall include the endorsement of at least one (1) Regular or Lifetime member in good standing. The Membership Chairperson, after review, may be the one to endorse the application upon request.

2.4.2 Such application shall be accompanied by the appropriate membership fee for the current year. Fees may be paid by Interac E-Transfer, by cash or by cheque. International applicants and those wishing to pay by credit card can request an invoice for payment. A 3.5% surcharge for the processing of credit card payments will apply to any totals.

2.4.3 Membership applications shall be made easily accessible to the public on the Club website, may be emailed as a PDF attachment upon request, or given/mailed out in physical (paper) form. Members may contact the Membership Chairperson for other information, alternate ways to apply, and/or alternative payment methods.

2.4.4 Each applicant must agree to and sign that they will abide by the Constitution, By-Laws and Code of Ethics of the Club and the rules of the CKC.

2.5 Membership Fees

- 2.5.1 Membership fees shall be reviewed and may be revised by the Board of Directors at the Annual General Meeting (AGM). At the beginning of the last month of the club year, the Treasurer shall send each Member a statement of fees for the next year.
- 2.5.2 Membership fees are payable on the first day of the Club year. Any member who has not paid their membership fee sixty (60) days past the renewal date of the current year will be considered lapsed and will be removed from the rolls. Lapsed members may be reinstated within the same membership year at the discretion of the Board on receipt of the full applicable annual membership fee plus a reinstatement fee of \$10.00
- 2.5.3 Membership fees shall not be pro-rated. Any members joining the Club after October 31 of the Club's current year will not be required to pay Membership fees for the following year.
- 2.5.4 The Treasurer shall collect and record all fees submitted.

2.6 Approval of Membership

- 2.6.1 The Membership Chairperson will advise the Board and Club members of each new application by electronic notice. All new applications shall be added to the agenda for the next Board meeting. Members may send objections to any application, in writing or by email, to the Club Secretary prior to the next Board meeting.
- 2.6.2 Upon receipt of an objection, the Secretary will advise the Membership Chairperson who will review the objection, perform any necessary review and will then recommend acceptance or rejection of the applicant to the Board. The Board will then, at the next board meeting, vote to accept or reject the application.
- 2.6.3 All applications for Associate members without immediate member objection shall be accepted. Applications for Regular membership with an endorsement by a Regular or Lifetime member in good standing will be voted on and approved by a majority vote of the Board present at the meeting.
- 2.6.4 In case of a decision to reject an application, fees will be promptly returned to the applicant with a written notice of rejection explaining the grounds for the decision to refuse the application. An applicant whose membership application has been rejected may not reapply for a period of twelve (12) months from the date of the rejection.

2.7 Termination

- 2.7.1 Expulsion or Suspension of Membership: Any member suspended, debarred, expelled or deprived of the privileges of The CKC shall, without notice, be expelled or suspended from the privileges of this Club for a like period. If the Board finds a member to be in violation of the Constitution and/or By-Laws and/or the Code of Ethics of the Club, or the rules, regulations and Policy of CKC, or conduct prejudicial to the best interests of the club or breed, their membership shall not be renewed, and may be expelled from membership dependent upon the nature and severity of the violation(s). Any person so suspended or expelled forfeits the balance of any fees paid to the Club. Upon expulsion or suspension of membership, all records, property and related paraphernalia of the club shall be returned to a current Club officer immediately.
- 2.7.2 Resignation: Any member of the Club may resign at any time, upon written notice to the Secretary. All materials belonging to the club must be surrendered in proper condition to the Secretary no later than ten (10) days after resignation of membership.
- 2.7.3 Lapsing: Any member's dues remaining unpaid sixty (60) days after the first day of the club year will be considered lapsed and may be dropped from membership and mailing lists of the Club. Lapsed members may be reinstated within the same membership year at the discretion of the Board on receipt of the full applicable annual membership fee plus a reinstatement fee of \$10.00. In no case may a person be entitled to vote or hold office whose fees are unpaid.
- 2.7.4 Deceased: Any member who passes away shall be so recorded by the Secretary immediately and no further correspondence shall be forwarded to the address of record.

2.8 Voting Privileges

- 2.8.1 Regular and Lifetime members in good standing may propose and vote on amendments to the Constitution, By-Laws and Code of Ethics of the Club, make or second nominations and vote during Club elections, and make or second and vote on motions at Club meetings.
- 2.8.2 Associate members are entitled to move, second and vote on ordinary business at any general meeting of the club at which they are in attendance but are not entitled to vote on Constitution & By-Law changes nor in elections.
- 2.8.3 Voting members must be present for a minimum of three (3) General Membership Meetings per year, one of which must be the Annual General Meeting, unless excused by the Board. Failure to meet these criteria shall result in a membership status change from voting to non-voting (Associate). The Board shall consider all written requests for excusal with confirmed delivery receipts. There shall be no reduction in membership fees in such cases. It is expected that voting members be present for Club meetings to remain up to date with the events, issues and decisions of the Club, and so they may vote with confidence in their choices.

ARTICLE 3 Organization

3.1 Officers

- 3.1.1 The officers of the club shall be the President, Vice-President, Past President, Secretary and Treasurer. The Secretary and Treasurer may be combined into one role. The Past President may be omitted after the initial 2-year term if the current President is voted in for a consecutive term.
- 3.1.2 The President and Vice-President and either the Secretary or Treasurer must be members of The CKC in good standing.
- 3.1.3 The Club's officers shall serve in their respective roles at both Club and Board meetings.
- 3.1.4 Club officers must be residents of Ontario, Canada.

3.2 Directors

- 3.2.1 The Club shall maintain a minimum of two (2) director positions. The number of directors needed will be evaluated each year at the Board Meeting following the Annual General Meeting and may be increased based on total club membership and as voted on by the Board.
- 3.2.2 The Club's directors shall serve in their respective roles at both Club and Board meetings.
- 3.2.3 Club directors must be residents of Ontario, Canada and reside in the area(s) they represent.

3.3 Board of Directors

The Board of Directors, herein referred to as 'the Board', shall be made up of Club Officers and Directors together, and shall be responsible for upholding the Constitution & By-Laws of the Club.

3.4 Duties & Responsibilities

- 3.4.1 The President shall preside at all general meetings, call and preside over meetings of the Board and shall have all the duties and powers normally vested in the office of the President. The President shall be a voting member of all committees and be the official spokesperson of the Club.
- 3.4.2 The Vice-President shall assume the duties of the President and exercise the powers of the President in case of absence, resignation, vacancy, or incapacity and perform other duties as designated by the Board.
- 3.4.3 The Past President shall guide and advise the Board in all problems, giving the officers the benefit of experience gained during his/her term of office, and may perform such duties as assigned by the Board.
- 3.4.4 The Secretary shall attend all club meetings and be responsible for the club's correspondence as directed by the President and/or Board of Directors. The Secretary shall:
 - (i) notify the membership of meetings;
 - (ii) keep a record of all meetings of the Club and Board;
 - (iii) notify new members of their membership status;
 - (iv) keep a record of all votes taken virtually, by mail or verbally;
 - (v) notify officers and directors of their election to office;

- (vi) keep a roll of the members of the Club who are in good standing with their contact information and CKC membership numbers where applicable;
- (vii) keep a record of all matters ordered by the Club;
- (viii) have charge of correspondence; and
- (ix) issue notices regarding discipline proceedings.

3.4.5 The Treasurer shall attend all club meetings and be responsible for the club's financial happenings. The Treasurer shall:

- (i) receive all funds due or belonging to the Club;
- (ii) deposit same in a bank account in the name of the Club;
- (iii) pay all approved invoices or expense reimbursements promptly;
- (iv) maintain accurate records for the Club's finances (open at all times to inspection by the Board);
- (v) report on the Club's financial condition at general meetings;
- (vi) prepare a full financial statement for presentation at the Annual General Meeting; and
- (vii) maintain a record of and be responsible for knowing the whereabouts of all physical assets belonging to the Club.

3.4.6 The Directors are members of the Board and shall attend all club meetings. The Directors will have a particular responsibility to bring the view of, and make recommendations as directed by, the Club's membership in each region to the deliberations of the Board and transact the business of the club as provided for in this document.

3.5 Execution of Documents

3.5.1 The President or Vice-President, together with the Secretary or Treasurer, shall sign contracts, documents or instruments in writing requiring the signature of the club. All contracts, documents, or instruments in writing so signed shall be binding upon the club without any further authorization or formality.

3.5.2 Electronic signatures by the same combination of authorized signing authorities herein will be considered the same as if written signatures were provided in person.

3.6 Vacancies

3.6.1 The office of a member of the Board shall automatically be vacated if:

- (ii) an Officer or Director sends a written resignation to the Secretary;
- (iii) an Officer or Director deprived, suspended, debarred, expelled, or whose membership has been terminated by the CKC, and who has been expelled or suspended from the Club as per policy outlined in this document;
- (iv) a resolution is passed by a majority vote of voting members that they be removed from office;
- (v) a Board member is absent for more than three (3) meetings in a year, unless excused by the President;
- (vi) they are found by a court of law to be of unsound mind; or
- (vii) they pass away.

3.6.1 The Vice-President shall automatically become the Acting President should the position of the President become vacant during the year.

3.6.2 Any Board vacancy, other than that of the President, occurring during the year shall be filled for the remainder of the position's term by a majority vote of the Board.

3.7 Term of Office

3.7.1 The term of office shall be for a period of two (2) years.

3.7.2 Individuals may not hold office in perpetuity. Executive members may not serve more than two (2) consecutive two-year terms unless nominated for and put into office by acclamation.

ARTICLE 4 Nominations

4.1 No person may be a candidate in a Club election who has not been nominated in accordance with this Constitution and By-Laws.

4.2 Any Regular member in good standing, residing in Ontario, who has been in the Club for at least six (6) months, may be nominated for the office of Vice President, Secretary, Treasurer or Director.

4.3 The candidates for President must have completed a previous position on the Board for at least one term.

- 4.4 Directors may only be nominated and elected by Regular members in good standing who reside in the region(s) for which they are responsible.
- 4.5 No person shall accept a nomination to be a candidate for more than one position.
- 4.6 The Club Secretary shall handle all processes to do with nominations and voting but may request a Special Committee to handle this task if they so choose. If requested, the Board will select three Regular Club members in good standing to form this Committee, and the members will elect a Chairperson to act on their behalf. No member of this Special Committee may stand for or hold office in an election for which they have been assembled to assist. For the purpose of this document, any reference to the Secretary in regard to nominations and voting will also be understood to include this Committee if one is appointed.
- 4.7 No later than sixty (60) days prior to an election date, the Secretary shall forward "Consent to Stand" forms to those presently holding elected positions with instruction to return completed forms no later than forty-five (45) days prior to the election date. The Club Secretary will also advise all eligible voting members of the call for nominations and of the date they must be received by the Secretary. A nomination form will accompany the call for nominations.
- 4.8 All nominations for the Secretary position are to be sent directly to the Club President.
- 4.9 Nominating forms may be sent back to the Club by mail or electronic means and must be received no less than thirty (30) days before the election date. Such deadline shall be clearly defined with a date and time when provided to the members. There shall be no nominations accepted thereafter. Nominations from the floor on the day of the election will not be entertained except as outlined in *Article 6.10* of this document.
- 4.10 The Secretary will review the nominations to ensure eligibility and contact all eligible nominees to acquire their acceptance and willingness to stand for office and offer the option to provide a short biography of not more than 250 words. Responses must be received no later than twenty-one (21) days prior to the election. Where no nominations for an office are received, or if the nominees are unwilling to stand, it shall be the duty of the Secretary to find and nominate an eligible member willing to stand for office.
- 4.11 Where only one nominee for an office is received, and the nominee is an eligible candidate who has declared their willingness to stand for office, that person shall be declared elected, and no balloting will be required.
- 4.12 A listing of the names, locations, and short biographies (if they have provided one) of qualified nominees shall be sent via e-mail to eligible voting Club members not less than fourteen (14) days prior to the election.
- 4.13 All documentation with respect to nominations shall be retained and stored for a period of two (2) years.

ARTICLE 5 Voting

- 5.1 All members in good standing are eligible to move, second and vote on ordinary business at any General Meeting of the club at which they are in attendance.
- 5.2 At the Annual General Meeting or at a Special General Meeting of the Club, voting shall be limited to those Regular members in good standing who are present at the meeting. Voting by proxy shall not be permitted. Each Regular member shall be entitled to one (1) vote. The Board may decide to submit other specific questions for decision of the members cast by electronic ballot.
- 5.3 For elections, only those Regular members with voting privileges and in good standing with the club are eligible to vote.

ARTICLE 6 Elections

- 6.1 Election of Officers shall occur on a bi-annual basis, to be held in conjunction with the Annual General Meeting, unless the Board, with the approval of the membership, propose a date other than in conjunction with the Annual General Meeting ("Election Date").
- 6.2 The Board is responsible for ensuring that a fair and proper election process is undertaken. A voting platform or method shall be defined by the Board and communicated by the Secretary. The Club may incorporate an in-person, mail-in, e-mail or electronic secret ballot for elections, conveyed to all eligible Regular members. Voting by proxy shall not be permitted.
- 6.3 In the event that there is more than one nominee for any position on the Board, a ballot listing the names of all nominees, with the names of the cities in which they reside, and a short biography if one has been

provided, shall be sent to eligible voting members immediately following the close of nominations to permit voting to take place. This shall be sent by a method which corresponds best with the chosen voting platform.

- 6.4 Ballots must be received by the Secretary no later than three (3) days prior to the date of the election.
- 6.5 On the date of the election, the Secretary and up to two other Club members (selected by the Board to act as scrutineers), will tally all received ballots and announce the results to all present at the meeting.
- 6.6 Candidates with the majority of votes on the ballots returned shall be declared the winners.
- 6.7 In the event of a tie, a revote shall be cast with the members in attendance until such time as there is a declared winner.
- 6.8 If a declared winner does not accept the position and more than one other candidate was nominated for the position, there shall be a revote cast with the members in attendance until such time there is a declared winner.
- 6.9 If there was only one other nominee for the position, that person shall be declared elected.
- 6.10 If there were no other nominees for the position, then additional nominees shall be accepted from the floor as presented by those members in attendance. If only one person is nominated, that person shall be declared elected. If there is more than one person nominated, a vote will be cast with the members in attendance until such time there is a declared winner.
- 6.11 All documentation pertaining to elections, including ballots, shall be retained and stored for a period of two (2) years.
- 6.12 The Club's fiscal and operation year shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December. The elected officers shall take office on the first (1st) day of January, as of which date each retiring officer shall turn over to his/her successor all properties and records relating to that office.

ARTICLE 7 Meetings

- 7.1 Annual General Meeting
 - 7.1.1 The AGM shall be held between November 1 and November 30, at a date, place and time as designated by the Board of Directors.
 - 7.1.2 Notice of the AGM shall be emailed to all members by the Secretary a minimum of thirty (30) days in advance of the date. Notice will also be posted online.
- 7.2 Board Meetings
 - 7.2.1 Board meetings shall be called by the President as frequently as necessary to plan general meetings and conduct other business or may be called at the request of at least two (2) other members of the Board. Board meetings may include attendance in person or by teleconference or videoconference or by another agreed electronic medium.
 - 7.2.2 A minimum of three (3) Board meetings must be held during the Club's fiscal year.
 - 7.2.3 A Board Meeting shall be called and held within fourteen (14) days following any election. Notice of other Board Meetings shall be sent by the Secretary to the Board via email a minimum of fourteen (14) days in advance of the date.
 - 7.2.4 Members of the Board may also conduct other business, including but not limited to disciplinary hearings, in person or by teleconference, or videoconference, or electronic messaging.
- 7.3 General Membership Meetings
 - 7.3.1 There shall be a minimum of four (4) general meetings, held at least quarterly throughout the Club's fiscal year.
 - 7.3.2 If more general meetings should be requested, or warranted as membership grows, they will be at the discretion of the President, at a date, place and time as designated by the Board of Directors.
 - 7.3.3 Notice of General Membership Meetings shall be sent by the Secretary to all members via email a minimum of fourteen (14) days in advance of the date.

7.3.4 General meetings may include attendance in person or by teleconference, or videoconference, or by another agreed electronic medium.

7.4 Special Meetings

7.4.1 On occasion, a Special Meeting may be called by the President, or by another member of the Board, or by receipt of a petition signed by a minimum of five (5) club members who are in good standing sent to the Secretary to deal with business considered too urgent to wait for the next General Meeting, Board Meeting or Annual General Meeting.

7.4.2 Special Meetings shall be held at such times and places, or via teleconference, or videoconference, as designated by the Board.

7.4.3 Written notice of such meetings shall be sent by the Secretary to all members at least seven (7) days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other business may be transacted

7.5 Quorum: The quorum for a Board meeting shall be four (4) members including at least two (2) Officers. For all General meetings, a minimum of 25% of the voting membership must be present, including at least three (3) members of the Board, two (2) of which must be Officers.

ARTICLE 8 Finances

8.1 The financial year, or Club year, shall be the calendar year from January 1st to December 31st.

8.2 The funds of the Club shall be placed in an account in the name of the Club at a branch of a Canadian Chartered Bank as authorized by the Board of Directors.

8.3 A "Petty Cash" advance may be authorized by the Board to be held by any member of the Club to defray expenditures by the member in giving effect to an event or activity of the Club. All such advances must be accounted for to the satisfaction of the Club Treasurer no later than the end of each fiscal year.

8.4 The signing authority for all cheques issued on behalf of the Club shall be vested in the President, Vice President, and Treasurer, with the provision that any one signature on a cheque constitutes authority.

8.5 No member shall be permitted to incur expenses on behalf of the Club, without prior authority from the Board.

8.6 Expenditures of less than \$500 shall only require the approval of any two (2) of the signing authorities and may be requested in writing to the Board at any time. Requests for approval of expenditures over \$500 shall be collected and will be presented at a Board meeting. Approval is decided by a simple majority vote (51%) of the Board.

8.7 No Officer, Director, or active member of the Club shall receive remuneration for his/her services, however, shall be entitled to be reimbursed for expenditures authorized by the Board.

8.8 Electronic payment may be used for approved expenditures. Board approval of the expenditure and payment instructions shall be forwarded to the Club Treasurer who will perform and document the transaction.

8.9 Club money may be collected electronically.

ARTICLE 9 Committees

9.1 Standing Committees

9.1.1 The Executive may each year appoint standing committees to advance the work of the Club. Such committees shall always be subject to the final authority of the Board. The initial standing committees shall be:

- (a) Membership
- (b) Show & Event
- (c) Trophy & Awards
- (d) Social Programming & Hospitality
- (e) Newsletter
- (f) Website & Social Media

9.1.2 The members at the Annual General Meeting shall elect the Chairperson for each of these Standing Committees. The Chairperson will have power to add committee members as required. Standing Committee Chairpersons, if not already on the Board, shall have the same privileges as a Director.

9.1.3 At its discretion, the Board may terminate any Standing Committee, or choose to combine more than one Standing Committee, by a majority vote when it is deemed that the membership cannot support the number of committees named.

9.2 Special Committees

9.2.1 Special Committees may be formed, as required, for a specific purpose not covered by one of the Standing Committees. These Committees shall be temporary and limited in scope to the purpose for which they were created. The Committee will take the necessary steps to obtain input from all members concerned, will contact individuals and/or institutions for information and will prepare a report and/or recommendation to the Board within a time specified by the Board.

9.2.2 The Chairs of Special Committees will be appointed by the Board and may add committee members as required. Members carrying out the work of a Special Committee may attend Board meetings at the invitation of the Board and will attend as non-voting members.

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

9.2.4 At its discretion, the board may appoint a Disciplinary or Appeal Committee to conduct a disciplinary or appeal hearing. The Board shall appoint an unbiased three-person committee, consisting of a Chair and two other people, all voting Club members in good standing who are not Officers or members of the Board, to form the committee to conduct the hearing. No person who is involved either directly or indirectly in a complaint shall sit on the Disciplinary or Appeal Committee or the Board while the complaint is being heard or considered. No person who has served on a Disciplinary Committee shall serve on the Appeal Committee for the same issue.

9.2.5 At its discretion, the Board may terminate any Special Committee by a majority vote when it is deemed that the Special Committee has fulfilled its original purpose.

ARTICLE 10 Complaints & Hearing

10.1 Any member who is suspended or terminated from the privileges of The CKC shall, without notice, be suspended from the privileges of this Club for a like period.

10.2 Any member may file a complaint against another member of the club, including Officers or members of the Board, for alleged misconduct prejudicial to the best interests of the club or in contravention of this Constitution and By-Laws, or the Policy, By-Laws and Code of Ethics of CKC.

10.3 At its discretion, the Board may appoint a Disciplinary Committee to conduct a disciplinary hearing.

10.4 Complaints must be filed in writing to the Secretary via any method, including electronic, and contain details of the alleged misconduct. Complaints must be accompanied by a deposit of \$25.00, which shall be forfeited if the defendant is found not guilty at a hearing of the Board or of a committee duly appointed for this purpose.

10.5 If the Board determines that the charges do not allege conduct prejudicial to the best interests of the Club or breed, the complaint has insufficient reason, or has not been filed in a timely manner, it may refuse to entertain jurisdiction. Statute of limitations for a complaint to be filed is nine (9) months from the date of the alleged infraction(s) or conduct.

10.6 If the Board entertains jurisdiction of the charges, the Secretary shall promptly send a copy of the complaint, along with a copy of all materials received with the complaint, and notice of hearing to the defendant, the complainant and each member of the Board or appointed committee. The hearing date shall be set no later than sixty (60) days from date of receipt of the complaint. If the hearing is held by the Board, a minimum of four (4) members of the Board must be present. If the hearing is held by a committee, at least a majority of the appointed committee shall be present.

10.7 Both the complainant and defendant shall be treated fairly and without prejudice and have the right to attend the hearing, have counsel present at their own expense, and to present any evidence.

10.8 The meeting procedures shall be Call to Order, Board or Chair Opening Remarks, Complainant, Defendant, Questions, Deliberations and Decision.

- 10.9 Should the complaint be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board or Committee may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the Club for a period up to six (6) months from the date of the hearing.
- 10.10 Immediately after the Board or Committee has reached its decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify the complainant and defendant in writing of the decision, the reasons for the decision, who was involved in the decision, and any penalty. This must be provided by way of registered letter and delivered within thirty (30) days of the decision being made.
- 10.11 Should a complaint be laid against the Secretary, then the President shall act in accordance with these By-Laws.
- 10.12 Should a complaint be laid against the President or Vice President, then a Disciplinary Committee shall be formed to conduct a hearing and decision in accordance with these By-Laws.
- 10.13 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 2.3.1*, but with three (3) Regular or Life Club members in good standing as sponsors, or as outlined in *Article 2.3.2*, but with the added need for endorsement from one (1) Regular or Life Club member in good standing.

ARTICLE 11 Expulsion

- 11.1 Permanent expulsion of a member requires a Special General Meeting where *Article 10* is deemed insufficient.
- 11.2 The following are considered grounds for expulsion:
- (i) Any member who is terminated from the privileges of the CKC
 - (ii) Any member found to be mistreating any animal
 - (iii) Any member found guilty of theft or falsifying documents of any kind
 - (iv) Any member found guilty of not following the rules of an event put on by other clubs or groups
 - (v) Any member found guilty of bullying of other members of the Club or found to be engaged in the slandering of the Club or any of its members, including online
- 11.3 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/her own behalf. The meeting shall then vote on the proposed expulsion. A 2/3 vote of those present shall be necessary for expulsion.
- 11.4 Notification shall follow as outlined in *Article 10.10*.

ARTICLE 12 Appeal Process

- 12.1 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 Club Secretary. The Secretary shall promptly send a copy of the appeal to members of the Board.
- 12.2 At its discretion, the Board may appoint an Appeal Committee to conduct an appeal hearing.
- 12.3 An appeal hearing shall be scheduled within thirty (30) days of receipt of the appeal. The complainant and defendant, as well as members of the Board or appointed committee shall be provided with a date and time for the appeal hearing a minimum of fifteen (15) days before the appeal shall be considered.
- 12.4 Both the complainant and defendant have the right to attend the appeal hearing, which may be conducted in person, or teleconference, or videoconference.
- 12.5 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 or appointed committee may, by a majority vote of those present, decide to sustain or overturn the decision.
- 12.6 Notification shall follow as outlined in *Article 10.10*.

ARTICLE 13 Amendments

- 13.1 The Club shall have the power to add, modify, and/or rescind items in the Constitution, By-Laws or Code of Ethics according to the process outlined below.
 - 13.1.1 Amendments may be proposed by the Board or submitted by written petition addressed to the Secretary and signed by at least ten (10) Regular or Lifetime members in good standing, no less than forty-five (45) days in advance of the AGM. All proposals shall be accumulated and included in an agenda for the next AGM.
 - 13.1.2 All proposals shall be emailed to each member a minimum of thirty (30) days in advance of the AGM.
 - 13.1.3 Voting shall be in-person at the meeting. Proxies shall not be allowed.
 - 13.1.4 Amendments to the Constitution, Code of Ethics or By-Laws of The Ontario Basset Hound Association require a 2/3 (66%) majority vote at the AGM.
 - 13.1.5 Amendments shall be forwarded to the CKC Shows & Trials Division within thirty (30) days of being passed. No amendment to the By-Laws shall become effective until it has been approved by the CKC.

ARTICLE 14 Dissolution

- 14.1 Dissolution of the Club shall take place when there are less than four (4) members remaining in good standing, or when there is written consent of not less than 66% of the members in good standing; proxies are not permitted.
- 14.2 In the event of the dissolution of the club whether voluntary or involuntary, or by operation of the 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 as selected by the Board.
- 14.3 The Secretary will notify The CKC in writing immediately of the decision to dissolve and include a copy of the Minutes from the meeting where dissolution was confirmed.

ARTICLE 15 Rules of Order

- 15.1 The order of business at Club Meetings, so far as the nature of the meeting permits, shall follow Robert's Rules of Order Newly Revised (12th Edition) (RONR).
- 15.2 Order of business for General Meetings shall be as follows:
 - (i) Call to Order
 - (ii) Roll Call & establishment of a Quorum
 - (iii) Reading & approval of Minutes of the previous meeting
 - (iv) Reports of Officers, Directors, Standing Committees,
 - (v) Reports of Special Committees
 - (vi) Unfinished Business
 - (vii) New Business
 - (viii) If Annual meeting: Election of Board and/or Committee Chairpersons
 - (ix) Announcements
 - (x) Notice of next Meeting
 - (xi) Adjournment
- 15.3 Order of business at all Board Meetings shall be as follows:
 - (i) Call to Order
 - (ii) Roll Call & establishment of a Quorum
 - (iii) Reading of the Agenda
 - (iv) Reading & approval of Minutes of the previous meeting
 - (v) Reports of Officers, Directors, Committees
 - (vi) Unfinished business
 - (vii) New business
 - (viii) Notice of next Meeting
 - (ix) Adjournment
- 15.4 Order of business for Special Meetings shall be as follows:
 - (i) Call to Order
 - (ii) Roll Call & establishment of a Quorum

- (iii) Reading of the Agenda
- (iv) Discussion of the matter for which the meeting was called
- (v) Adjournment

Constitution and By-Laws adopted by the Club: January 6, 2025

Dates of By-Law Amendments:



GROUP II: HOUNDS

BASSET HOUND

RECOGNIZED: 1937

Effective: January 2004

The breed standard outlines the ideal characteristics, temperament and appearance of a breed, and ensures that a dog can carry out its original purpose. Breeders and judges should be mindful to prioritize dogs that are healthy and sound in both mind and body.

COAT

The coat should be similar to that of the Foxhound, not too fine and not too coarse, but yet of sufficient strength to be of use in bad weather. The skin loose and elastic.

COLOUR

No good hound is a bad colour, so that any recognized Foxhound colour should be acceptable to the judge's eye, and only in the very closest competition should the colour of a hound have any weight with a judge's decision.

HEAD

The head should be large. The **skull** narrow and of good length, the peak being very fully developed, a very characteristic point of the head, which should be free from any appearance of, or inclination to, cheek bumps. It is most perfect when it closely resembles the head of a Bloodhound, with heavy flews and forehead wrinkled to the eyes. The **expression** when sitting or when still should be very sad, full of reposeful dignity. The whole of the head should be covered with loose skin; so loose in fact, that when the hound brings its nose to the ground the skin over the head and cheeks should fall forward and wrinkle perceptibly. The **nose** itself should be strong and free from snipiness. While the **teeth** of the upper and lower jaws should meet, a pig-jawed hound, or one that is underhung, is distinctly objectionable. The **eyes** should be deeply sunken, showing a prominent haw, and in colour they should be a deep brown. The **ears** are very long, and when drawn forward, folding well over the nose. They are set on the head as low as is possible and hang loose in folds like drapery, the ends curling inward, in texture thin and velvety.

NECK

The neck is powerful, with heavy pendant dewlaps.

FOREQUARTERS

The **shoulders** are muscular, sloping and well laid back. The **forelegs** should be short, very powerful, very heavy in bone, close fitting to the chest with a crooked knee and wrinkled ankle, ending in a massive paw. A hound must not be "out at elbows." He must stand perfectly sound and true on his feet, which should be thick and massive, and the weight of the forepart of the body should be borne equally by each toe of the forefeet so far as it is compatible with the crook of the legs.

BODY

The **chest** should be deep and full. The body should be long and low and well ribbed up.

HINDQUARTERS

The quarters should be full of muscle, which stands out so that when one looks at the dog from behind, it gives him a round, barrel-like effect, with quarters "round as an apple." He should be what is known as "a good dog to

follow,” and when trotting away from you, his **hocks** should bend well and he should move true all round. A hound should not be straight on his hocks, nor should he measure more over his quarters than he does at his shoulder.

TAIL

The stern is coarse underneath and carried “gaily” in hound fashion.

FAULTS

Any departure from the aforementioned ideals shall be considered faulty to the degree in which it interferes with the health and well-being of the dog and the breed’s traditional purpose.

- “Out at elbows” is a bad fault.
- Slackness of loin, flat-sidedness and a roach or razor back are all bad faults.
- Cow hocks, straight hocks or weak hocks are all bad faults.

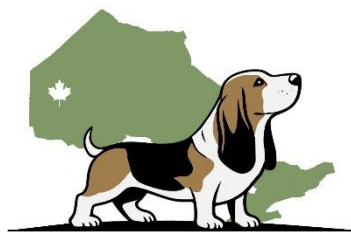
DISQUALIFICATIONS

- Unsoundness in legs or feet should absolutely disqualify a hound from taking a prize.

SCALE OF POINTS

Head, skull, eyes, muzzle, flews	14
Ears	10
Neck, dewlap, chest and shoulders.....	18
Forelegs and feet.....	18
Back, loins, hocks, and hindquarters	18
Stern.....	5
Coat and skin	5
Colour and markings.....	5
Basset Hound character and symmetry.....	7

TOTAL **100**



THE ONTARIO
BASSET HOUND
— ASSOCIATION —
EST. ✨ 2025

CODE OF ETHICS

The Ontario Basset Hound Association, acknowledging its responsibility to the breed, establishes this Code of Ethics to express its members' commitment to maintaining the Basset Hound as sound, healthy, free from hereditary conditions, and consistent with the official CKC breed standard.

RESPONSIBILITIES OF THE BASSET HOUND OWNER

Owners are responsible for keeping their dogs safe and under control at all times. They should ensure their dogs are well-trained, so they contribute positively to the community rather than causing disruptions. Owners must also prioritize their dogs' overall well-being by providing proper care, including sufficient attention and socialization, as well as appropriate grooming, nutrition, veterinary care, housing, exercise, and training.

RESPONSIBILITIES OF OBHA MEMBERS

Members are expected to conform to all rules and regulations of the Canadian Kennel Club.

Members are required to recognize the official Breed Standard set by the Canadian Kennel Club as the only definitive guideline for evaluating the Basset Hound's physical characteristics and temperament in Canada.

Members are expected to demonstrate good sportsmanship at all canine events and competitions, as well as in their interactions with fellow Club members, while complying with the rules and regulations established by the relevant governing authorities.

Members are expected to conduct themselves in a manner consistent with the goals and spirit of the OBHA Constitution and By-Laws. They should also show a friendly and supportive attitude toward newcomers and those interested in the breed. Although differences of opinion may arise, members must always treat one another with dignity and respect. Members should refrain from engaging in gossip and/or making false statements regarding their fellow members' dogs, breeding practices or person.

Members are responsible for helping educate the public about the breed, recognizing that both they and their dogs serve as representatives of the Basset Hound, the OBHA, and the broader world of purebred dogs.

RESPONSIBILITIES THE BASSET HOUND BREEDER

OBHA members are urged to give careful and thoughtful consideration before deciding to breed a litter. Breeding should be undertaken only with the OBHA's goals in mind: acknowledging the Basset Hound's origins as a working hound, promoting the improvement of the breed through selective breeding of dogs that exhibit proper structure, soundness, temperament, natural ability, and character as described in the breed standard, and striving to preserve and enhance these qualities to the highest degree possible.

Members must ensure that both sire and dam are healthy and not at risk before breeding and complete all relevant health testing to support sound genetics. Breeding should aim to maintain or improve the breed standard using CKC-registered or registrable dogs of good conformation, sound temperament, and appropriate age and maturity.

Members are expected to act with honesty and fairness when dealing with other breeders, dog owners, purchasers, and the public. All advertising must be truthful and not misleading or deceptive in any way either by statement or omission. Clear, concise written contracts are encouraged for sales, stud services, and lease arrangements, and non-breeding agreements should be used when appropriate.

Members who breed should only sell puppies, provide stud services, or lease dogs to individuals who can demonstrate they will provide proper care and meet the intent of this Code of Ethics. No dogs or bitches should be bred for commercial purposes, or to animals owned by individuals involved, directly or indirectly, in puppy mills, puppy brokers, pet shops, or bulk litter sales.

Members are expected to maintain meticulously accurate written record of the details of all matings, births, registrations, etc. as required by the CKC.

Members shall provide purchasers with all required information. The Animal Pedigree Act, a Federal Statute, requires that when a person sells a dog as purebred, or contracts to sell a dog as purebred, he must furnish a certificate of registration together with fully recorded transfer of ownership to the buyer. Articles XXXI, Section 3 of the By-Laws of the Canadian Kennel Club requires the breeder to furnish these papers at no additional cost.

Breeders should recognize and accept that they may be responsible for taking back any dog they have bred, or helping to rehome it, at any point in the dog's life if necessary.