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# Constitution and Bylaws of the Canadian Association of Rally Obedience

## *CONSTITUTION*

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### **Section 1: The Name**

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This organization shall be named the Canadian Association of Rally Obedience. The official abbreviation shall be CARO.

### **Section 2: Purpose**

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The Canadian Association of Rally Obedience shall at all times be operated and conducted as a nonprofit association in accordance with the laws of the Province of Ontario. The purpose of the Canadian Association of Rally Obedience shall be as follows:

1. To promote and stimulate interest in the sport of Rally Obedience.
2. To promote good sportsmanship through Rally Obedience.
3. To promote humane positive motivational training methods through the sport of Rally Obedience.
4. To educate the public on the sport of Rally Obedience through Clinics and Demonstrations.
5. To maintain a record of CARO trials, owners and their dogs and awards won.

### **Section 3: Area of Operation**

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The Canadian Association of Rally Obedience shall operate in all of Canada and the members may be residents of any Country. The principal office of CARO shall be the address of the duly elected secretary, but the business of CARO may be conducted at any location established by the Board of Directors.

### **Section 4: Changes to Constitution**

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Proposed changes to the Constitution shall be presented to the voting members 2 months prior to the Annual General Meeting.

Voting Members will be sent by mail or email, a ballot that they shall return in an unmarked envelope to arrive no later than 15 days prior to the scheduled meeting.

Ballots shall be counted and the results announced at the Annual General meeting.

A simple majority is all that is required.

Approved changes shall become effective immediately.

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# BY-LAWS

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## General

### **Section 1: Membership**

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Membership shall be open to all persons who subscribe to the aims of the Canadian Association of Rally Obedience and who abide by the Constitution, By-laws, Code of Ethics, rules and regulations of CARO and who assist in furthering the aims and objectives of the Association. Membership shall be in accordance with the rules and regulations as adopted by the Board of Directors. Membership categories are: Associate (includes immediate family members) and Professional (includes Judges, trainers, training establishments, kennels and businesses and immediate family members).

**Members:** The membership year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of the current year. Membership renewals shall be sent out in January of the New Year. Memberships not renewed before March 1<sup>st</sup>, shall be considered delinquent and the names of those persons shall be removed from the membership list. To be eligible to vote on matters concerning the operation for the Association, eligible members must be in good standing for a period of not less than 2 years.

### **Section 2: Discipline**

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Any person who has been found to be practicing inhumane treatment of animals, or any member who has been excused from the ring or trial premises by the Judge for Harsh Verbal or Physical Corrections of their dog (s) at a Canadian Association of Rally Obedience rally trials 3 times shall have their membership revoked, and they will not be eligible to compete at any trials for a period of 2 years.

### **Section 3: Rights**

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**Professional Membership** – Professional members will be entitled to one vote per Professional member. To be eligible to vote on CARO issues, the Professional member will be required to complete two (2) years of uninterrupted membership.

Professional Members are entitled to:

- Discounts on Seminars and Clinics offered by CARO
- Discount when registering dogs
- Full voting rights at all General and Annual Meetings. (After 2 years of uninterrupted membership)
- A listing in the published membership database (optional)
- A 15 word promo on the membership database
- A link to the member's personal or business web site from the membership database
- Eligibility to become a Judge
- Eligibility to hold CARO trials
- Eligibility to hold Office (subject to age restriction)

**Associate Membership** -. Associate members shall have no voting rights nor may they hold executive office.

Associate Members are entitled to:-  
Discounts on Seminars and Clinics offered by CARO  
Discounts when registering dogs

## **Section 4: Quorum**

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A quorum for the purpose of business at a membership meeting shall consist of 1/2 (one-half) of the executive members plus at least eight voting members who attend the scheduled meeting. Except as provided elsewhere in the by-laws, a simple majority vote of the members present at any meeting of the membership shall be sufficient to approve any matter brought before the membership for action. No business shall be conducted without a quorum being present with the exception of the adjourning of the meeting until a quorum shall be present. Voting by Proxy will not be allowed at any meeting.

## **Section 5: Meetings**

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All meetings will be governed by Robert's Rules of Order, under the latest revision.

**Annual Meeting:** An annual meeting shall be held between April 15<sup>th</sup> and May 30<sup>th</sup> of each year. All members in good standing shall receive written notice of the meeting, to include date, time, place and agenda, a minimum of 2 (two) months in advance of the meeting.

**Special meetings** may be called by the Chairperson or by a majority of the Board of Directors if deemed necessary and provided all members have been notified in writing as stated above.

## ***Executive***

### **Section 1: Executive**

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The Executive and Officers of the Canadian Association of Rally Obedience shall be the Chairperson, Vice Chairperson, Secretary, Treasurer and other such Officers as may be deemed necessary.

### **Section 2: Duties**

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- A. *Chairperson* shall be the chief executive officer and shall preside at all meetings of the Board of Directors and the general membership. He/She shall perform all such other duties and responsibilities as assigned by the Board of Directors.
- B. *Vice Chairperson:* shall preside at meetings of the Board of Directors and general membership in the absence of the Chairperson. He/She shall perform all such other duties and responsibilities as assigned by the Chairperson or the Board of Directors.
- C. *Secretary:* The Secretary shall record minutes of all Board of Director and general membership meetings of the Canadian Association of Rally Obedience and member attendance at such meetings. He/She shall perform all such other duties and responsibilities as assigned by the Chairperson or Executive. Be responsible for

correspondence concerning the Association. Submit all official reports as required.

- D. *Treasurer*: The Treasurer shall collect, deposit and disperse monies of the Canadian Association of Rally Obedience as prescribed by the Board of Directors. Shall prepare and present a financial report at each Board of Directors meeting. Shall prepare and review the annual financial report and, once approved by the Board of Directors, shall publish the report on the 'Members Only' page on the CARO website. He/She shall perform all such other duties and responsibilities as assigned by the Chairperson or Board of Directors.

## *Election of Officers*

### **Section 1: Nomination**

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The Chairperson shall appoint a nominating committee 3 (three) months prior to the annual meeting. The Nominating Committee Chairperson shall prepare and present a slate of nominees for each office to be elected to the Board of Directors for approval 70 (seventy) days prior to the annual membership meeting. Nominees must be adult which shall be 18 years of age or older.

### **Section 2: Election**

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The counting of ballots for the election of officers will be conducted at the annual meeting. Only adult professional members in good standing will be permitted to vote. Voting by proxy will be NOT allowed. Adult shall be 18 years of age or older.

1. Ballots containing the slate of nominees for officers are to be mailed or emailed to all members in good standing 60 (sixty) days prior to the annual meeting. After voting in the prescribed manner, the ballot should be placed in a plain envelope. This envelope should be placed in another envelope with the word "BALLOT" marked clearly on the envelope as well as the name and address of the member. The BALLOT envelope should be mailed to the "Counting Officer" so as to reach that person in good time for the annual membership meeting. With this method, members need not be present at the meeting or at the time ballots are counted.
2. Elections shall begin with the Chairperson or Vice Chairperson depending upon which office is being elected. (See section 3 below). Ballots will be counted for each Officer prior to moving on to the subsequent officers.
3. The nominee receiving a simple majority of votes shall be elected.

### **Section 3: Term of Office**

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All positions shall be for a period of four years with the Chairperson and Treasurer being elected in odd years and the Vice Chairperson and Secretary being elected in the even years.

Official Duties shall be assumed June 1<sup>st</sup> of the Current Year

# *Board of Directors*

## **Section 1: Members**

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The Board of Directors shall be consisted of the elected officers (The Executive) of the Association and up to 10 directors.

## **Section 2: Appointment**

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Directors will be appointed by the Executive. Executive members may be Directors. Members may hold multiple Director positions.

## **Section 3: Term of Office**

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The positions of Directors shall be for a term of 3 (three) years or until their successor is duly elected and qualified. Their duties shall be assumed June 1st of the Current Year.

## **Section 4: Power and Authority of the Board**

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The business and property of the Canadian Association of Rally Obedience shall be controlled and managed by the Board. The Board shall have the power and authority to adopt, amend, repeal and enforce such rules and regulations as they may deem expedient concerning the:

- A. Conduct, management and activities of the Canadian Association of Rally Obedience.
- B. Removal or suspension of Officers and Directors.
- C. Admission, classification, qualifications, suspension and expulsion of members.
- D. Fixing and collection of dues and fees.
- E. Expenditure of monies.
- F. Awarding of titles.
- G. Governing of trials, clinics, social functions and other details relating to the general purpose of the Canadian Association of Rally Obedience.
- H. Establishing and Maintaining Standing and/or Special Committees.

## **Section 5: Board Meetings**

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The Board shall meet regularly and at the call of the Chairperson. Absentee or vote by proxy shall NOT be allowed at any regular or special meeting. Three quarters (  $\frac{3}{4}$  ) of the Board shall constitute a quorum for the purpose of conducting business. No business shall be conducted without a quorum present with exception of adjourning until a quorum is present. A simple majority vote of the Executive members shall be sufficient to approve any matter. Such meetings may be conducted via email correspondence and/or conference calls

## **Section 6: Vacancies**

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All vacancies in the Officers or Directors of the Canadian Association of Rally Obedience shall be filled by the Board of Directors for the un-expired term and those appointed shall serve until the election and acceptance of their duly qualified successors. If the office involved is the Chairperson, the Vice Chairperson shall automatically succeed to the Chairperson and the vacancy to be filled shall be that of the Vice Chairperson.

## **Section 7: Director Positions**

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1. Membership
2. Individual Dog Registrations
3. Trial Approvals
4. Clinics
5. Web Site Management
6. Database Recording Secretary
7. Paralegal Secretary
8. Rules Committee
9. Discipline Committee

## *Regional Representatives*

### **Section 1: Appointment**

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Regional Representatives must be members in good standing. Persons wishing to become representatives of CARO must be approved by the Board of Directors.

### **Section 2 : Term of Office**

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Regional representatives will serve for a two year period and will assume duties on June 1<sup>st</sup> of the current year.

### **Section 3: Duties**

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Regional Representatives will:

Be responsible for promoting CARO within the community in which they live.

Endeavour to attend as many CARO trials within their area and report to the Board on any irregularities.

Offer support whenever possible to those persons organizing trials in their area.

## *Amendments*

### **Section 1: Amendments**

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These by-laws of the Canadian Association of Rally Obedience may be amended or revised by a vote of the Executive subject to ratifications by the membership at the Annual General Meeting.

## Indemnification

### **Section 1: Indemnification**

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Each officer, director and committee member of the Canadian Association of Rally Obedience shall be indemnified by the Canadian Association of Rally Obedience against all costs, expenses and liabilities reasonably incurred by him/her connection with/or resulting from any action, suit or proceeding to which he/she may be made a party by reason of his or her being or having been a director, officer or committee member of the Association, except in relation to matters which shall have been occasioned by the willful misconduct or dishonesty of such officer, director or committee member. The foregoing right indemnification shall cover all amounts paid in settlement of any such action, suit or proceeding when such settlement appears to be in the interest of CARO. The foregoing right shall be in addition to any other rights to which such officer, director or committee members may be entitled as a matter of law.

## Dissolution

### **Section 1: Dissolution**

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Upon the dissolution of the Association, the Board of Directors, shall, after paying or making provisions for the payment of all the liabilities of the association, dispose of all the assets of the association exclusively for the purpose of the association. The balance of the assets shall be given to a charity dedicated to the health and welfare of dogs, and or providing service dogs to those in need. This will be decided upon by the majority vote of the Board of Directors.