



Wire Fox Terrier Club of Canada
CONSTITUTION and BY-LAWS (revised 2024)

ARTICLE 1 - INTERPRETATION

1.01 Definitions

For the purpose of this Constitution and By-Laws:

- a. "Board or Board of Directors" hereinafter called "the Board" means the elected Board of Directors of the Wire Fox Terrier Club of Canada;
- b. "Board member" means a member of the elected Board of Directors of the Wire Fox Terrier Club of Canada;
- c. "By-Laws" means the Constitution and By-Laws of the Wire Fox Terrier Club of Canada;
- d. "Chair" means the Chairperson of the Board or when used in context with a committee means Chairperson of the respective committee;
- e. "CKC" means The Canadian Kennel Club;
- f. "Club" means the Wire Fox Terrier Club of Canada hereinafter called "WFTCC" or "the Club";
- g. "Complainant" means any person who has laid a charge or complaint against another person relative to contravention of the Constitution and By-Laws or the rules, regulations, procedures and policies of the Wire Fox Terrier Club of Canada;
- h. "Constitution" means the Constitution and By-Laws of the Wire Fox Terrier Club of Canada
- i. "Defendant" means any person against whom a charge or complaint has been laid, relative to contravention of the Constitution and By-Laws or the rules, regulations, procedures and policies of the Wire Fox Terrier Club of Canada;
- j. "Director" (Regional) means the person elected to represent a region, as defined in Article 5;
- k. "Dog" means a purebred dog of either sex, unless stated otherwise;
- l. "Elections Officer" means the person in charge of mailing out ballots, receiving and tabulating votes;

- m. "Executive" means the Executive Officers of the Club: President, Vice-President, Secretary and Treasurer.
- n. "Expel" means termination of membership in the Wire Fox Terrier Club of Canada and depriving the person so expelled from all privileges of the Club;
- o. "General Meeting" means any meeting of the WFTCC open to the membership;
- p. "Head Office" means the office at which the business of the Wire Fox Terrier Club of Canada is carried out on a regular and on-going basis and is usually the residence of the Secretary;
- q. "Majority" means a simple majority of more than fifty (50) percent, unless otherwise defined in specific sections of this Constitution and By-Laws;
- r. "Member" means a member of the Wire Fox Terrier Club of Canada as prescribed in Article 3.02 of this Constitution and By-Laws;
- s. "National Specialty" means a national show for the Wire Fox Terrier breed only, held by the WFTCC;
- t. "Privileges" means the use of any services or publications offered by the Wire Fox Terrier Club of Canada;
- u. "Quorum" means the number of eligible voting members that must be present in order for business to be transacted;
- v. "Regional Specialty" means a regional specialty show for the Wire Fox Terrier breed only, which is administered by a person designated by the Club;
- w. "Resident of Canada" means a person who is a Canadian citizen or permanent resident and whose principal residence is in Canada for a total of at least six (6) months during any calendar year;
- x. "Sign(ed)" means a person's original handwritten signature in ink;
- y. "Special General Meeting" means a meeting which is not an Annual General Meeting or a General Meeting;
- z. "Suspension of membership" means that a member is deprived, for a period ordered, of all the privileges of the Club; see Article 8.01;
- aa. "Terminate membership" means that a member is deprived of any privileges accorded to members of the Wire Fox Terrier Club of Canada; see Article 3.05;
- bb. "WFTCC" means the Wire Fox Terrier Club of Canada.

1.02 Interpretation

In the interpretation of these By-Laws, words in the singular include the plural and vice versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified above, words and expressions defined in the Act have the same meanings when used in these By-Laws.

ARTICLE 2 – BUSINESS OF THE WIRE FOX TERRIER CLUB OF CANADA

2.01 Name

The name of the club shall be the Wire Fox Terrier Club of Canada, hereinafter referred to as the Club.

2.02 Affiliation

The Club shall work in cooperation with The Canadian Kennel Club, hereinafter referred to as the CKC, and may further affiliate itself with organizations devoted to the objectives of the Club, as approved by the Club in a standing resolution to be attached to the By-Laws hereunder.

2.03 Objectives

- a. Defining precisely the true type and to urge the adoption of such type on breeders, judges, dog show committees, and others as the only recognized standards by which Wire Fox Terriers should be judged.
- b. Encouraging and assisting breeders and new owners, wherever possible.
- c. Holding Boosters and Specialty Shows.
- d. Promoting the working Wire Fox Terrier.
- e. Encouraging the detection and prevention of hereditary and acquired diseases of the Wire Fox Terrier breed; encouraging responsible breeding practices and the assumption of responsibility in solving any of the resultant problems in an ethical manner.
- f. Supporting these objectives by publishing a newsletter at least four (4) times per year.

2.04 Area of Operation

The area of operation of the Club shall be throughout Canada and shall be divided into the following six regions:

- a. British Columbia
- b. Prairie Provinces (Alberta, Saskatchewan and Manitoba)
- c. Ontario
- d. Québec
- e. Atlantic Region (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador)
- f. Yukon, Northwest Territories and Nunavut

2.05 Corporate Seal

The Seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Club.

2.06 Finances and execution of documents

- a. The Club shall have a separate and independent bank account in the name of the Club with a Federally Chartered Canadian Bank, or if necessary, a nationally recognized financial institution as approved by the Board.
- b. All banking documents and cheques may only be signed by either the President or the Secretary and the Treasurer.
- c. The financial year of the Club shall commence on the first (1st) day of January and shall be concluded on the thirty-first (31st) day of December.
- d. The Club shall not be conducted or operated for profit and no part of any monies, or remainder or residue from dues or donations to the Club shall be to the benefit of any member or individual.
- e. The auditor for the next year shall be appointed at the Annual General Meeting.
- f. No person or officer shall have the authority to bind the Club to any contract, document, instrument, or any other obligation unless duly authorized in writing by the Board.
- g. Contracts, documents or any instruments in writing requiring the signature of the Club (Corporation) and properly approved by the Membership, shall be signed by two Board Members, being the President and one other Executive Officer, and all contracts, documents and instruments in writing so signed shall be binding upon the Club (Corporation) without further authorization or formality.
- h. Membership Dues
 - i. The membership shall be charged the prescribed dues as published in the newsletter.
 - ii. The membership shall be officially advised in the final newsletter issue of the year of the necessity of renewing their membership. This shall be the only mandatory members' notice for their dues, which shall be payable in Canadian Funds on or before the first (1st) day of January.

ARTICLE 3 – MEMBERS

3.01 Membership Year

The membership year of the Club shall be from the first of January to the thirty-first of December.

3.02 Eligibility

- a. Membership shall be open to all persons who are in accord with the objectives of the Club; however it is not a Club membership requirement to own a Wire Fox Terrier.
- b. No person shall be eligible for, or continue membership in the WFTCC who:
 - i. Is under suspension or expulsion by the CKC
 - ii. Is actively engaged in the breeding, buying, selling of dogs which are not purebred, or are not registered with a CKC recognized organization.
 - iii. Is indebted to the Club in any way for longer than thirty (30) days after the account is due, unless satisfactory arrangements have been made with the Club Treasurer for payment.
 - iv. Has been expelled under the discipline section of these By-Laws.
 - v. Knowingly is involved, directly or indirectly, in the sale or purchase of any dog, puppy or litter or provision of any stud service to or by a pet shop or dealer.

3.03 Types of Memberships

- a. Full Membership: Shall be open to all persons who are residents of Canada, over eighteen (18) years of age who support the objectives of the Club. Full members shall have all privileges of the Club, including but not limited to voting rights, receiving newsletters and minutes of meetings, access to the membership section of the website, and shall be entitled to hold office, subject to Article 5.02.
- b. Junior Membership: Shall be open to persons under eighteen (18) years of age who are residents of Canada and who support the objectives of the Club. Junior Members shall receive the newsletter and minutes of meetings and have access to the membership section of the website but are neither entitled to vote nor hold office. Full membership shall automatically be granted to Junior Members on their 18th birthday.
- c. Full Foreign Membership: Shall be open to a resident of a country other than Canada who supports the objectives of the Club. Foreign Members shall have voting rights, receive the newsletter and minutes of meetings, and have access to the membership section of the website, but shall not be entitled to hold office.
- d. Life Membership: may be provided on the recommendation of the Board to a Full Member after twenty (20) years of membership who has made an outstanding long-term contribution to the Club or the Wire Fox Terrier Breed. Life Members shall not be required to pay membership dues, but have full voting privileges and may hold office, subject to Article 5.02.

3.04 Application for Membership

- a. All applications for membership shall be sent to the Secretary and should be on the official form as approved by the Board and contain the following:
 - i. The completed form with the signature of the applicant.
 - ii. The prescribed annual fee.
 - iii. The signed Code of Ethics.
- b. For record purposes only, properly completed application form(s) received by the Secretary shall be presented at a Board meeting. Minutes of said meeting will include name and address of all applicants.
- c. No application shall be acted upon until the name of the applicant(s) has been sent to all full members by either the Club newsletter, regular mail or by e-mail, whichever is appropriate and the most expedient. At the expiration of a period of thirty (30) days after notification of the membership, the application shall be considered accepted unless the Secretary has received signed written objection with valid reasons from three (3) or more Club members.
- d. Should objections per Article 3.04 c. be received, the application(s) with the appropriate written objections shall be referred to the Board and a majority decision of the Board members who voted shall prevail. The applicant(s) must be advised of this decision within thirty (30) days of the review unless the Board decides that due to the issues involved outside consultation is required (e.g., referral to the CKC).
- e. In the case of an accepted application, the Secretary shall so inform the applicant by email. If an applicant has been rejected, the Secretary shall return the application together with the dues submitted and a letter or email explaining the reason for rejection.

3.05 Termination of Membership

- a. A member of the Club may resign his/her membership by notifying the Club in writing of this intent and sending it to the Club's Secretary, at which time the member shall be required to make payment of any financial indebtedness to the Club.
- b. If a member's dues remain unpaid two (2) months after the first day of the fiscal year, the membership will be considered as lapsed and automatically terminated.

ARTICLE 4 – MEETINGS

4.01 Annual General Meeting

- a. The Annual General Meeting shall be held at such a place and date as may be determined by the Board. Notice specifying the date, time, place and agenda shall be sent to all members by mail or e-mail at least twenty-eight (28) days before the date fixed for the same. Such meetings may also be held using on-line systems.
- b. At every Annual General Meeting, in addition to any other business that may be properly transacted, the report of the Directors, financial statement, and the report of the auditors shall be presented. Membership dues for the following year shall be set.

4.02 General Meetings

- a. General Meetings shall normally be held quarterly or at the discretion of the Board. Notice specifying the date, time and place and reasons for holding such meeting shall be by written notice at least twenty-eight (28) days in advance, in the Club newsletter, or with the minutes of the previous meeting, or as a separate notice sent either by mail or by email. Such meetings may also be held using on-line systems.
- b. The Board shall call a Special General Meeting of members on written requisition signed by not less than 10 voting members. Notice specifying the date, time, place and reason for holding such a meeting shall be a written or electronic notice sent to all members at least twenty-one (21) days before the fixed date of same. A two-thirds (2/3) majority vote of Full/Life/Foreign members present will prevail at a Special General Meeting. However, decisions at such meeting shall be ratified by a two-thirds (2/3) majority vote of all members eligible to vote, by mail ballot using the double envelope system.
- c. Six (6) voting members at an Annual Meeting or regular General Meeting shall be a Quorum.
- d. At all meetings, a quorum shall be required. Each Full/Life/Foreign Member in good standing shall have one vote. Voting by proxy shall not be permitted.

4.03 Board Meetings

- a. Board and/or Executive meetings shall be held at the discretion of the Executive in such a manner and date as may be determined by the Executive and written notice specifying the date, time, place and reasons for holding such a meeting shall be sent by the Secretary to each member of the Executive or Board at least fourteen (14) days before the date fixed for the same. Minutes of Executive/Board meetings shall be circulated by the

Secretary to the membership by either regular mail, e-mail or via the newsletter. All voting by the Executive/Board members shall be recorded.

4.04 *Order of Business*

- a. In all cases, unless otherwise stipulated in these By-Laws, Bourinot's Rules of Order shall govern at all meetings of members.
- b. All meetings of the Members shall be conducted in an orderly manner in the following order of procedure:
 - i. Call the meeting to order.
 - ii. Approve the minutes of the previous general meeting.
 - iii. Receive any reports from the President, Secretary, Treasurer, Directors and Committee(s).
 - iv. Unfinished business.
 - v. New business.
 - vi. General discussion.
 - vii. Venue and date of the next meeting.
 - viii. Adjournment.

ARTICLE 5 – BOARD OF DIRECTORS

5.01

The Board of Directors shall be comprised of the Executive (President, Vice-President, Secretary and Treasurer) and up to six regional Directors. The offices of Secretary and Treasurer may be combined under one office entitled Secretary/Treasurer. No more than one (1) Regional Director shall reside in any one Club region.

5.02

The Board shall consist of members in good standing with the CKC, all of whom shall also be Full/Life members in good standing with the WFTCC and shall be residents of Canada.

5.03

The term of office of the Board shall be two years from the January 1st of the year immediately following the election. Members may serve any number of terms to which elected.

5.04

The property and business of the Club shall be managed by the Board, which business may be conducted by mail, electronic mail, telephone conferencing, or online computer conferencing through the Secretary.

5.05

When a Board position becomes vacant or a Board member be unable to fulfill the duties and responsibilities of his or her office, such vacancies shall be filled by election of a simple majority vote of the Board, except that of a vacancy of the office of the President, which shall automatically be filled by the Vice-President. Such appointment is to be published in the newsletter.

5.06 *Duties and Responsibilities of the Officers of the Club*

a. The President

- i. Shall be the Chief Executive Officer of the Club.
- ii. Shall automatically be a member of all committees.
- iii. Shall preside over all meetings and shall only vote where a casting vote is required in the event of a tie.
- iv. Shall consult with all Board Members on issues dealt with by the Board.
- v. Shall see that all by-laws are enforced.

b. The Vice-President

- i. Shall assist the President in the Club's direction and management.
- ii. Shall assume the duties and responsibilities of the President upon direction of the President, or in such case as the President is unable to carry out his or her duties and responsibilities.

c. The Secretary

- i. Shall have charge of all Club correspondence, and report same at all meetings.
- ii. Shall retain and maintain files of all letters to and from him/her.
- iii. Shall keep record of all meetings of the Club including the Board and forward minutes of all such meetings to all members in a timely manner, by e-mail, regular mail or via the newsletter.
- iv. Shall maintain a complete roster of all members and applicants.
- v. Shall carry out such other duties as are prescribed in these By-Laws or as the Board may decide.
- vi. Shall have custody of the corporate seal.

- vii. Shall each year call for nominations for National Specialty judges and conduct a mail ballot if necessary.
 - viii. Shall notify new members of their election to membership.
- d. The Treasurer
- i. Shall collect all membership dues, receive all monies due or belonging to the Club and shall promptly deposit the same in the Club bank account.
 - ii. Shall pay the bills of the Club from Club monies.
 - iii. Shall provide a financial report at each meeting.
 - iv. Shall provide a complete annual financial report to be presented for approval at the first general meeting. A copy of the report is to be sent to all members with the minutes of that meeting.
 - v. Shall ensure that all financial books are available for annual audit.
 - vi. Shall keep books opened at all times for inspection by the Executive and any member at his or her request.
- e. The Directors
- i. Must reside in the area which they represent.
 - ii. Shall be liaisons to members in their respective areas and the Board.
 - iii. Shall submit a report for each newsletter to provide communication with the Membership.
 - iv. Shall promote membership of the Club to new prospective members.
 - v. Shall co-ordinate and/or assist in boosters and specialties.
- f. All officers of the Club shall keep up to date records and shall turn over such records to the newly installed officers as soon as possible after the election along with a list of duties performed.

ARTICLE 6 – ELECTIONS

6.01 Voting

Only Full, Life and Foreign Members as defined in paragraph 3.03 and in good standing with the Club shall be allowed to vote in all elections.

6.02 Nominations

- a. An Elections Officer, who need not be a member of the Club, shall be appointed by the Board no later than May first (1st) prior to an election being held. The election schedule is the responsibility of the Elections Officer and shall be approved by the Board.
- b. A nomination form will be sent out to the voting members by the Elections Officer. All nominations for office must be received by the Elections Officer, in writing, prior to the deadline established. The Elections Officer will notify all persons nominated and determine their willingness to stand.
- c. The Elections Officer shall send the names of all candidates and their respective offices of nomination to all members, either by regular mail or electronic mail.

6.03 Elections

- a. A ballot envelope and ballot(s) shall be mailed by the Elections Officer to all voting members by a specified time.
- b. Each voting member shall complete the ballot(s), seal it in the ballot envelope, enclose the ballot envelope in an outer envelope, which has the member's name and address already printed on and stamped by the Elections Officer, and return it to the Elections Officer by the specified time. Only the outer envelope shall identify the sender's name. The Elections Officer shall confirm the sender's name against the membership list and forward the unopened ballot envelopes to the President.
- c. The President shall appoint two (2) impartial scrutineers to open and tabulate the ballots.
- d. The President shall notify the newly elected officers and the Board and forward the results to the Secretary for the Club records. The Secretary shall notify all Club members of the result by regular mail or e-mail.
- e. All ballots shall be retained by the President for a period of not less than sixty (60) days after notification of all WFTCC members, after which time the ballots shall be destroyed.

ARTICLE 7 – COMMITTEES

7.01 Appointment of Committees

The Board may appoint special committees to advance the work of the Club through specialty shows, boosters, fun matches, obedience trials, trophies and prizes, memberships, publicity and Club communication, statistics and awards, and other fields which could be served by committees.

7.02 Mandate

Committee(s) shall be given a clear outline of the work expected of them, in writing if either the Committee Chair or the Board deems necessary. The Committee shall not deviate from this mandate unless given written permission by the Board. The Committee shall automatically cease to exist at the completion of its mandate.

7.03

Chairperson(s) of such committee(s) shall report the proceedings of all meetings directly to the President, as per the mandate. The President shall then notify all other members of the Board.

7.04

The Board may appoint and terminate any committees it deems necessary to further the aims of the Club.

7.05 Termination of Committee

Any committee may be terminated by the Board upon written notification to the Committee Chair. The Board may appoint new committees to replace those that have been terminated.

ARTICLE 8 – DISCIPLINE

8.01 Causes of Suspension or Termination of Membership

- a. By Non-Compliance: Any member who fails to comply with the Constitution, By-Laws and Code of Ethics of the Club may have their membership terminated by the Club.
- b. CKC Suspension: Any member who is suspended from the privileges of The Canadian Kennel Club shall automatically be suspended from the privileges of the WFTCC for a like period. Upon completion of the suspension period, a new application for WFTCC membership must be submitted to the Secretary. Members will be notified of the application for renewal and the reason(s) given by the CKC for the suspension. A two thirds (2/3) majority of Full/Life/Foreign members in favour of membership renewal is required by mail-in ballot using the double envelope system. Proxy voting is not permitted.
- c. CKC Termination: Any member whose CKC membership is terminated by the Canadian Kennel Club shall automatically have their WFTCC membership terminated.

8.02 *Complaints*

- a. Any member may lay a complaint against another member for alleged misconduct prejudicial to the best interests of the Club or the Breed. Such complaints shall be by mail or email.
- b. The Secretary, upon receiving the complaint, shall forward a copy of the complaint, along with a notice of hearing to the defendant, the complainant and each member of the Board within 30 days.
- c. Should a complaint be laid against a Board member the Board may appoint another member, subject to these By-Laws, to assume his or her responsibilities until the matter is concluded.
- d. The hearing date shall be set no later than 60 days from date of receipt of the complaint.

8.03 *Hearing*

The Board shall ensure that both the complainant and the defendant are treated fairly. Should the complaint be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board shall by a majority vote of those present, impose an appropriate penalty. A minimum of four (4) Board Members must be present. The Secretary shall then notify each of the parties of the decision within fourteen (14) days.

8.04 *Expulsion*

Expulsion of a member from the Club shall be accomplished by mail-in vote, using the double envelope system, of eligible voting members, after reviewing all information from the complainant and the defendant. A two-thirds (2/3) majority of all eligible voting members in favour of expulsion is required. Proxy voting is not permitted.

ARTICLE 9 – AMENDMENTS

9.01 *Proposal for Amendments*

Amendments to the Constitution, By-Laws and/or Breed Standard may be proposed by the Board or by written petition addressed to the President, signed by ten (10) Full/Life/Foreign Members in good standing. Of the ten (10) supporting members there must be at least one (1) member

from each of four (4) different WFTCC Regions. Amendments proposed by such petition shall be considered by the Board. Minor amendments shall be submitted by the Board to the membership with a detailed reason for the proposed amendments within ninety (90) days of the President receiving the petition.

9.02 Amendment by Vote

The Constitution, By-Laws and/or Breed Standard may be amended at any time, provided a copy of the proposed amendment has been mailed by the Secretary to each Full/Life/Foreign Member in good standing on the date of mailing, accompanied by a ballot on which he/she may indicate the choice for or against the action to be taken. Dual-envelope procedures shall be followed in handling such ballots, to assure secrecy of the vote. Notice of such ballot shall specify a date not less than thirty (30) days after the date of mailing by which date the ballots must be returned to the President to be counted. In the case of the Breed Standard, a two-thirds (2/3) majority vote of those eligible voting members who have voted is required to affect an amendment. For the Constitution and By-Laws, a two thirds (2/3) majority of all eligible voting members is required. Voting by proxy is not permitted.

ARTICLE 10 – PROTOCOL FOR SPECIALTIES AND BOOSTERS

10.01

Each year, one (1) calendar year in advance, the Board shall determine a venue for the National Specialty, to be held in a region where there is sufficient membership interest and support to make the project viable.

10.02

The Regular Classes judge and the Sweepstake judge for the National Specialty shall be selected by the Board.

10.03

The venues and judges for Boosters and Specialties shall be approved by the Board.

10.04

The Perpetual Trophies will not leave the possession of the Club.

ARTICLE 11 – DISSOLUTION

11.01 The Club may be dissolved at any time by a signed petition of not less than two thirds (2/3) of the Full/Life/Foreign Members. After payment of all debts and liabilities of the Club, the property and assets of the Club shall be divided equally among the following accredited Canadian Veterinary Colleges for canine research:

- a. Ontario Veterinary College, University of Guelph, Ontario
- b. Western Veterinary College, Saskatchewan.

ARTICLE 12 – DISPUTE

12.01 If there is a major dispute on the interpretation of any By-Law, rule or regulation it can be submitted to the Board for a decision. Any decision as agreed on by a majority of the Board shall be final and binding and will be added as an addendum to this Constitution and By-Laws.

EFFECTIVE JULY 1ST, 2024