



Dear Prospective Member:

Thank you for your recent request about membership information in the Havanese Owners & Lovers Association. The Constitution, Bylaws and Code of Ethics for the Havanese Owners & Lovers Association and a membership application are enclosed.

Voting membership is open to owners of purebred registered Havanese and non-voting membership is available for those persons interested in the breed. Members must agree to abide by the Constitution, Bylaws and Code of Ethics of the club.

H.O.L.A. had its inaugural meeting in July 2006 and has been operating for the benefit of its members ever since. An executive committee, which is elected at the Annual General Meeting, manages the day-to-day affairs of the club.

The purpose of the club is to help members in all phases of ownership, showing, breeding and training and to promote friendship and good fellowship.

The club will hold :

- Havanese Specialty Show (to be held annually)

We hope to publish a bulletin four times a year giving show and trial results, listings of upcoming events and items of interest.

We would ask that you read the enclosed Constitution, Bylaws and Code of Ethics and then send your completed application, along with your cheque to our secretary, at the address on the bottom of the form.

We look forward to receiving your completed application.

Yours truly,

Cheryl

Cheryl Drake
President

HAVE A

PAWFECT DAY

Havanese Owners & Lovers Assoc. – Membership Application

Mr. Mrs. Miss Ms. Dr.		
	First Name	Surname
Family Members		
Home Address		
Telephone	()	CKC #
Website address		E-Mail

Membership classifications are as follows:

#1- Family \$30.00

2 AGM votes, all members listed on renewal forms, including juniors, eligible for trophies.

#2- Active \$20.00

1 AGM vote, 1 member and only named member eligible for trophies.

#3- Benefactor \$15.00

Non-voting, for those interested in the breed, this classification is only for those **NOT OWNING** a Havanese.

#4- Junior \$10.00

Non-voting, less than eighteen years of age at time of joining or renewing, eligible for trophies.

If you own a Havanese, you must join as a Family, Active or Junior member only

Type of membership:	Cheque enclosed for	\$
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Current or anticipated areas of interest (check off all that apply)				
Show	Obedience	Breeding	Pet	Agility

If <u>YOU</u> have a Registered Kennel fill in the following information		
Kennel Name:	Currently Breeding	Yes / No

Please provide a brief bio of your involvement with Havanese:

I / We have read the Club's Constitution, Bylaws and Code of Ethics and agree to abide by them.	
Signature (s)	
Date:	

The HOLA collects and maintains a databank of membership information supplied by approved membership applicants; this includes name, address, telephone numbers, e-mail, involvement or interest in the breed. This information is collected and used only for HOLA renewal information, newsletter addressing, and volunteer requests. Information will not be shared or supplied to outside organizations unless permission has been given to do so.

Please complete and mail, together with your cheque (payable to HOLA) to:

HOLA
c/o Cheryl Drake
1196 Reeves Rd. - RR#2
Victoria Harbour, ON, L0K 2A0

Havanese Owners & Lovers Association

CONSTITUTION

Name: The name of the Club shall be "Havanese Owners & Lovers Association".

Objectives:

The objectives of the Club are:

1. To be dedicated to the improvement and promotion of the breed.
2. To urge breeders and members to accept the standard of the breed as approved by the Canadian Kennel Club as the only standard of excellence by which the Havanese shall be judged.
3. To ensure members abide by the Code of Ethics.
4. To do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition at dog shows, obedience and agility trials.
5. To conduct sanctioned matches, specialty shows, obedience trials and agility trials under the roles of The Canadian Kennel Club.

Area of Operation:

The Area of Operation of the club shall be:

- a) For memberships, breeder referral services, puppy referral services and club referrals we operate across Canada.
- b) For CKC licensed events we limit ourselves to the province of Ontario.

Amendments to the Constitution:

An amendment to the Constitution, Bylaws and/or Code of Ethics may be moved by any eligible voting member in good standing (Family, Active or Life member). Each proposed amendment must be submitted in writing to the Secretary. The proposed amendment must be seconded by a member in good standing with the reason stated for the proposed amendment. Submissions must be received no later than March 1st each year. The Secretary will compile the proposed amendment (s) and forward them to the Executive. The Executive will review the proposal(s) and submit a report to the membership with recommendation(s) to accept or reject each proposal and the explanation for the Executive's decision. The decision to recommend acceptance or rejection will be decided by a 2/3 majority of the executive board members voting. The proposed amendment(s) and the recommendation(s) of the Executive will be posted in the Bulletin and each voting club member will receive a ballot(s) no later than April 15th. Ballots are to be returned to the Secretary no later than June 1st. Each amendment will require a 2/3 majority of the ballots cast to pass. Amendments that are approved will take effect July 1st. Results of the amendments voted on will be posted in the Bulletin.

BYLAWS

Bylaw 1. Code of Ethics:

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 Bylaws.

Bylaw 2. Club Year:

The Club year shall be:

Membership: July 1st – June 30th

Executive: July 1st – June 30th

Fiscal: July 1st – June 30th

Trophies: January 1st – December 31st

Bylaw 3. Membership:

Membership will be open to owners of purebred registered Havanese and members of the owners' immediate families. Associate membership shall be open for those persons who are interested in Havanese and who will support the constitution and bylaws of the Club. All applications must be

approved by a majority of the HOLA Executive. Applicants for membership must agree, by signature on the application form, to abide by the Club's Constitution, Bylaws and Code of Ethics. Any individual rejected for membership must be provided with a written explanation.

A membership will be considered as lapsed and automatically terminated if such members' dues remain unpaid after September 30th of each year. In no case may a person whose dues are not paid by September 30th be eligible for trophies. New members joining prior to October 1st are eligible for trophies however; trophy qualifications earned by new members prior to joining the club will not be eligible in the calculation of points for any of the current year's trophies. New member(s) will be considered probationary for a period of one year and not be permitted to post kennel information on any HOLA breeder's directory and or clubs website during this period.

Any member who is suspended from the privileges of the Canadian Kennel Club shall be suspended from the privileges of this Club for a concurrent period.

Expulsion or suspension of a member from the Club for other than CKC suspension may be accomplished only at an Executive meeting upon the Executive's recommendation. Expulsion or suspension of a member may occur when their behaviour is prejudicial to the best interests of the Club or the breed as outlined in the Code of Ethics and/or Constitution and Bylaws. Such proceedings may occur at a regular Executive meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Executive's recommendation of expulsion or suspension. The member shall have the privilege of appearing in his/her own behalf. The President shall read the charges and the Executive's findings and recommendations and shall invite the defendant, if present, to speak in his/her own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion or suspension. A two-third (2/3) vote of those present and voting at the meeting shall be necessary for expulsion or suspension. The Bylaws of HOLA will not be used to settle contractual issues between breeders and their clients.

Membership Classifications:

Family: Joint Membership. Includes all privileges as specified in the Club Constitution and Bylaws.

Children under 18, of family members may qualify for Junior awards.

2 votes, 1 bulletin.

Active: Single membership. Includes all privileges as specified in the Club Constitution and Bylaws.

1 vote, 1 bulletin.

Associate: Restricted category. Available to those persons who are interested in Havanese and who will support the Constitution and Bylaws of the Club.

Non-voting, 1 bulletin.

Junior: This category available only to persons under 18 years of age who meet membership requirements as specified in the Club Constitution and Bylaws.

Non-voting, 1 bulletin.

Bylaw 4. Fees:

The Executive shall propose changes in membership fees and the membership shall be notified at least fourteen (14) days prior to the Annual General Meeting where a vote will be undertaken to ratify changes. HOLA maintains a Breeder's Directory on the website. Listings are available to members who have passed the probationary period for an annual website fee of \$10 per year. The listing will be included in the Breeder's Directory and any other list maintained for breeder referrals. Members who are expelled or suspended will be removed from all directories.

Bylaw 5. Executive:

The number of the Executive, as elected at the Annual General Meeting shall be not more than ten (10) composed in the following manner:

(a) Officers:

President, Past President, Vice President, Secretary/ Membership, Treasurer, Bulletin Editor/Education
Every member of the Club is entitled to nominate any paid-up Family, Active, or Life member that he/she feels is qualified to fill an Officers position on the Executive on forms provided. Written consent must be obtained from the person nominated. Officers to be elected by secret ballot by the voting members. The ballots are to be tabulated at the AGM and results announced that night. Newly elected Officers shall then take office effective July 1st.

(b) Directors:

Directors (minimum of three) to be appointed by the Officers for a period of one year and shall take office on July 1st.

(b) Event Chairs:

Show Chair, Obedience Trial Chair

These Event Chairs to be appointed by the Officers for a period of one year and shall take office on July 1st.

A quorum for Executive Meetings shall consist of 5, composed of Officers, Directors and Event Chairs. An Officer or Event Chair may be removed from the Executive for reason of negligence of his/her duties by an affirmative vote of four (4) of the Officers. The Officers shall have the power to fill any vacancy in the Executive during the year. All Officers and Event Chairs will be voting members of the Executive.

Bylaw 6. Duties:

Officers:

It is an integral part of the duties of the Officers to attend Executive Meetings. If an Officer fails to attend sixty percent (60%) of the meetings during his year of office, his nomination for executive office in the following year shall require approval of all Officers and the membership shall be advised of the decision when the election ballots are distributed. For the June meeting each year, the Officers shall prepare a list of members from whom the Event Chairs shall be selected.

President: shall chair and direct all meetings and in general perform the duties incident to office.

Vice-President/Membership: shall, in the event that the President is unable to fulfill his/her duties, assume the President's responsibilities.

Secretary: shall record the minutes of all meetings in a book kept for the purpose. Copies of the minutes of each Executive meeting shall go to all members of the Executive prior to the next Executive meeting.

Minutes of the Annual General Meeting shall go to all members at least 14 days prior to the next Annual General Meeting. Minutes of any General Meetings shall go to all members within a reasonable period of time after the meeting in question. The Secretary shall be responsible for mailing all notices of meetings, and shall be responsible for the Club's mail. The Secretary will receive all membership renewals and new member applications and acknowledge same in writing.

Treasurer: shall be responsible for, and keep records of all financial transactions of the Club. All Club cheques are to be drawn on an account in the name of "Havanese Owners & Lovers Association". All cheques are to be signed by two designated signing officers, one of whom to be the Treasurer. An interim monthly income and cash report shall be presented at each Executive meeting and an annual financial statement for the financial year shall be presented at the Annual General Meeting.

Bulletin Editor: shall compile and mail to all members a bulletin at least four times a year, giving show and trial results, items of interest and dates of upcoming shows and trials. The bulletin editor shall keep a record of titles won by members' dogs during the year, and shall be responsible for the Annual Honour Roll.

Event Chairs:

Event Chairs shall be responsible for reporting all related activities to the Executive. The Event Chairs or approved designates will be responsible for the organization and planning of his/her event, including presenting a budget for all expenses well before the scheduled event for approval by the Executive. Expenses, properly identified, must be submitted by the Event Chair to the Treasurer for reimbursement.

Show Chair: shall be responsible for organizing and planning all Licensed Shows, matches and related activities.

Obedience Trial Chair: shall be responsible for organizing and planning of all Licensed Obedience Trials and related activities.

Responsibility for hospitality in each area will be with each Event Chair.

Bylaw 7. Meetings:

All meetings of the club to be conducted in accordance with ROBERT'S RULES OF ORDER

Executive: the Club Executive shall meet no less than quarterly to transact Club business. The Executive shall determine dates of such meetings.

Annual: the Annual General Meeting shall be held in November on a date determined by the Executive.

The order of business for the Annual General Meeting shall be:

- (1) Notice of Meeting
- (2) Roll Call
- (3) Minutes of the last Annual General Meeting
- (4) Business Arising from the Minutes
- (5) Reports: President, Treasurer, Membership and any others
- (6) Election of Officers
- (7) Unfinished Business
- (8) New Business
- (9) Adjournment

Special: a Special General Meeting shall be called by the executive on written request of ten (10) members stating the object of the proposed meeting. No business shall be transacted at the Special General Meeting other than that which is specified in the notice calling the meeting. Such Special General Meeting shall be convened within two (2) months of the Executive meeting at which the request is made.

Notice of any Annual or Special Meeting, together with the agenda for the meeting, shall be sent to all members at least fourteen (14) days prior to the meeting. Only paid up Active, Life and Family members shall vote at any General Meetings. Juniors in a Family membership are not entitled to a vote. A quorum for any meeting shall be 10% of the membership, and a vote shall be carried when there is a clear majority; except in changes to the constitution, bylaws and/or code of ethics.

Bylaw 8. Annual Report:

The Club Executive shall prepare an Annual Report containing:

- (1) An up-to-date copy of the Club's Constitution
- (2) Members list
- (3) Club achievements
- (4) Honour Roll of members' dogs and their achievements

Bylaw 9. Dissolution of the Club:

In the event that the Club membership falls below ten (10), the Club shall be dissolved, and all equipment sold. The proceeds, together with the net bank balance, exclusive of costs, shall be donated to the Ontario Veterinary College, Guelph to be used towards canine research and care.

CODE OF ETHICS

Refer to the Club Constitution and Bylaws, Article 1.

Preamble

The Code of Ethics is established and agreed to by the membership to ensure the good name and reputation of our Club and its members is maintained. This can only be accomplished by every member taking personal responsibility for maintaining and abiding by this Code of Ethics as included in these Bylaws.

It is important, therefore, that the Code of Ethics be reviewed periodically to ensure that it is relevant in today's environment. It should, above all, reinforce our dedication to the Havanese and demonstrate that our practices and behaviours result in a positive public perception of the Havanese Owners & Lovers Association and its members.

This Code of Ethics will be in effect from July 1, 2006 and will cover breeding stock, breeders and buyers until such future revisions are made. Breeding stock, breeders and buyers who met the previous Code of Ethics will be grandfathered into this Code of Ethics.

Section 1

We should breed the best Havanese that we can. This means:

Type, function and temperament characteristics as established by the CKC Breed Standards
Breeding Stock should have a minimum of:

Annual certified clearances of any eye disease by a Board Certified Veterinary Ophthalmologist.
A veterinary letter OR OFA # showing the dog to be free of Patella Luxation. Patellas should be checked by the time the dog is one year of age and prior to breeding.

Screened for both infectious and hereditary diseases.

Breeding stock that is being used or serviced by HOLA members should meet the standards outlined in 1 and 2 above.

Section 2

All HOLA club members will provide their dogs with appropriate facilities - housing, food, and health care (mental and physical)

Breeders are encouraged to be available to their buyers for the life of the dog for reasonable aid and knowledge direction in the welfare of the animal

Members who sell puppies to pet homes will do so on CKC or personal non-breeding contracts and encourage the spaying or neutering of puppies and adults.

Breeders should consider the market and breed only if one is able to place the pups in appropriate homes or accept the responsibility for the care of any unsold dogs.

Section 3

Members should warranty their puppies for the hereditary or genetic defects outlined in section 1 above.

Warranties should also cover any other defect that are deemed by an accredited veterinarian to be hereditary or genetic in origin and which alters the quality of the pup's life or prevents the attainment of the purpose for which the pup was placed. Solutions to such issues shall be set out in the Breeders Sale Agreement and may include:

- Return of the animal and replacement, OR
- Refund of the purchaser's money, OR
 - Other solutions to which the breeder and the purchaser mutually agree.

The Breeder is responsible for any and all Havanese that they have sold for the life of that dog. If at any time the owner is unable to care for the dog, the breeder will take the dog back and decide what is best the best course of action to take with the dog. The same will apply if a rescue organization notifies the breeder that one of their dogs has come into rescue. If the breeder is unable to take the dog back, the breeder will assist in the cost of care and upkeep for the dog until it is re-homed and will work to find a replacement home.

Section 4

Breeders are encouraged to provide written guidelines outlining the responsibilities of both the breeder and the purchaser. Puppies will not be sold prior to the age of 8 weeks and checked by a Veterinarian.

Breeders are obligated to provide written instructions regarding the care of the dog, health needs, dates and types of immunizations administered as well as the status of the worming program.

Purchasers will be instructed to immediately place the dog under the care of a veterinarian on a life long basis.

Section 5

Dogs are not to be placed with a dealer or broker or pet shop or to be given as prizes in contests, lotteries, auctions, or be sold for animal research.

Section 6

Prior to accepting any bitch for stud service, it is the obligation of the stud owner to meet the standards outlined in Section 1 and to advise breeders of the responsibilities, problems, obligations and expenses involved in breeding a litter.

Both parties should make current documentation regarding certification of health clearances available to and by both parties.

Section 7

Members should support and represent the Club's purposes in all canine activities, observe a high standard of sportsmanship, goodwill and friendship at shows, trials and meetings and treat their dogs with the respect that is their due.

Members will refrain from harsh training methods or abuse and promote positive reinforcement when working with their dogs in any field of endeavor.

Section 8

Members shall be aware at all times that the Club has a major interest in protecting the breed.

This should be kept uppermost in the minds of club members in all of their activities.

Members should strive to keep abreast of current issues relating to the breed.