Revised May 2026

THE CANADIAN NATIONAL SPANIEL FIELD TRIAL ASSOCIATION (C.N.S.F.T.A.)

By-Laws

ARTICLE 1: MEMBERSHIP

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

b) All Canadian Spaniel Clubs which are actively engaged in conducting Spaniel Field Trials and/or Hunt Tests for Spaniels under C.K.C. regulations and which are in good standing with C.K.C. are eligible for membership.

c) Applications for membership must be submitted in writing to the Secretary Treasurer of C.N.S.F.T.A. The Executive shall consider such applications. Any Club whose application is rejected shall be entitled to a written explanation.

d) Termination of membership may occur as a result of resignation, failure to renew, expulsion by C.N.S.F.T.A.
or as a result of deprivation, suspension, debarment, expulsion or termination of C.K.C. membership as imposed by C.K.C.'s Discipline Committee.

e) Each Member Club in good standing shall be entitled to appoint or elect two Representatives who shall be entitled to vote at all Annual and Special Meetings of C.N.S.F.T.A. A Member Club good standing is one without any arrears to C.N.S.F.T.A.

ARTICLE 11: OFFICERS AND DIRECTORS

C.N.S.F.T.A shall have an Executive consisting of:

a) Officers:
   1) President.
   2) Vice President.
   3) Past President.
   4) Secretary Treasurer.

b) Regional Directors: - 6 (six), 2 (two) from each of the following Regions:
   1) East (Quebec, Newfoundland, Prince Edward Island, New Brunswick & Nova Scotia)
   2) Ontario
   3) West (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Nunavut and Northwest Territories)

ARTICLE III: DUTIES OF THE EXECUTIVE

Section 1. President:

The President of C.N.S.F.T.A. shall be empowered to conduct its affairs, and shall:

a) request information that he/she deems necessary to conduct the affairs of C.N.S.F.T.A. in an efficient and orderly manner.
b) act as liaison with the C.K.C. and the Spaniel Council of C.K.C.
c) cast a tie-breaking vote at all meetings; and,
d) act as ex-officio member of all Member Clubs, and when present at formal meetings, he/she shall be prepared to address the gathering on behalf of C.N.S.F.T.A.

Section 2. Vice President:

The Vice President shall:

a) act in the absence of the President, assuming all of his/her duties and obligations.
b) perform those duties as the President from time to time may direct; and c)in the event either the President or the Secretary Treasurer is unable to sign approved cheques or drafts, the Vice President shall have signing authority together with either the President or the Secretary Treasurer.

Section 3. Past President:

The Past President shall perform such duties as the President may direct from time to time.

Section 4. Secretary Treasurer:

The Secretary Treasurer shall perform all duties as properly pertains to his/her office. In particular, the Secretary-Treasurer shall:

a) act as Corresponding Secretary and shall send out minutes of the Annual Meeting to all Member Clubs within 90 days after the Annual Meeting.
b) keep a complete record of all the meetings of C.N.S.F.T.A. and Executive, and those matters of which a record shall so be ordered by the Executive.
c) notify all clubs of the names of the current year's C.N.S.F.T.A. Executive (including their addresses and phone numbers);
d) ensure that a record is kept of all placements of Licensed Stakes (Open, Amateur, Limit, Puppy) and Licensed Hunt Tests held by member Clubs.
e) issue notices of meetings as stipulated herein.
f) record and notify an Officer of all Member Clubs of 'Notices of Motion' prior to all meetings.
g) keep a register of persons attending C.N.S.F.T.A. functions and events.
h) read the minutes of the previous meeting and, upon adoption, shall affix his/her signature together with that of the President.
i) collect and receive all moneys due or belonging to C.N.S.F.T.A. and receipt thereof and shall expend such moneys as approved for payment by another member of the Executive.
j) deposit moneys in an account which account shall be in the name of C.N.S.F.T.A.
k) have open at all times his/her books for the inspection of the Executive and C.N.S.F.T.A. members, and shall report as to the state of finances of C.N.S.F.T.A .at the Annual General Meeting and, by exception, upon request;
l) at all Annual Meetings the Secretary Treasurer shall render an account of all moneys received and expended during the year, which must be approved by the membership at the Annual Meeting.
m) sign all notes, cheques, and drafts together with another member of the Executive and,
n) be responsible for all property belonging to C.N.S.F.T.A., its accounting, insurance, storage, upkeep, and maintenance in the best interests of C.N.S.F.T.A.

Section 5. Regional Directors:

Regional Directors will inform the Executive of concerns in their region, they will from time to time carry out other tasks assigned to them.

ARTICLE IV: DUTIES OF MEMBER CLUBS AND REPRESENTATIVES

Section 1. Member Clubs shall:

(a) notify the Secretary Treasurer of C.N.S.F.T.A. or the Secretary Treasurer designate, of the results of all Licensed Trials (Open All-Age, Amateur, Puppy, and Limit Stakes) and Licensed Hunt Tests:
(b) advise the Secretary Treasurer of C.N.S.F.T.A. of the names, addresses, and phone numbers of the Club Representatives at the beginning of the calendar year or as soon thereafter as is practicable.
(c) comply with the official rules of the C.K.C.

Section 2. Club Representatives shall:

a) attend, when possible, the Annual Meeting. Any Representative who cannot attend the Annual Meeting may appoint a proxy; and,
b) vote on issues and motions put before C.N.S.F.T.A, at Annual General Meetings and Special Meetings.

ARTICLE V: ELECTIONS

Section 1. Election of the Executive:

Executive Officers

a) The President, Vice President, Secretary Treasurer shall be elected at C.N.S.F.T.A.'s Annual General Meeting. No election is necessary for Past President.
b) At the Annual General Meeting, the Directors shall nominate a slate of proposed Executive Officers. Additional nominations may be received from the floor. If a vote is required, it shall be by secret ballot.

Regional Directors

a) The Club Representatives from each region shall nominate a slate of proposed Regional Directors. There shall be two (2) Regional Directors from each region (West, Ontario, and East). Directors must reside in the region they represent.
b) Additional nominations for Regional Directors may be received from the floor - provided the nominator represents said region.
c) If a vote is necessary to elect the Directors in any region or regions, then it shall be by a mail in ballot. Voting shall be conducted on a region-by-region basis and only Clubs from a particular region shall be entitled to vote. The ballot to be returned to the Secretary Treasurer of C.N.S.F.T.A. within four weeks after the Annual General Meeting.

Section 2. Term of Office:

Members of the Executive shall normally remain in office until their successors are elected at C.N.S.F.T.A.'s Annual General Meeting.

Section 3. Vacancies:

(a) If a vacancy occurs in the office of President, Vice President, or Secretary Treasurer, then the remaining members of the Executive shall elect a replacement from amongst themselves.

(b) If a vacancy occurs among the Regional Directors, then the Member Clubs from that region shall be notified in writing and they may jointly select a replacement, such selection also to be in writing.

ARTICLE VI: MEETINGS

Section 1. Annual General Meeting of C.N.S.F.T.A.:

There shall be an Annual General Meeting to be held at or near the venue of The Canadian National Open Spaniel Field Trial Championship.

A: The purpose of the Annual General Meeting shall be:

1. to determine the host clubs for the next two Canadian National Open and Amateur Spaniel Field Trial Championships
    a. any club wishing to apply to host either the Canadian National Open or Amateur Spaniel Field Trial Championships for the next year shall submit a proposal in writing together with their proposed slate of Executive Officers, to the Secretary Treasurer at the Annual Meeting.
    b. approval of the host clubs for the following year's National Open and Amateur Championships shall be by majority vote of the Club Representatives and the Executive present at the meeting or by proxy.
    c. any Club wishing to apply to host the subsequent years Canadian National Open and Amateur Spaniel Field Trial Championships shall submit a "Notice of Intent" in writing.
    d. approval of any Club's "Notice of Intent" to host the subsequent year's Open or Amateur National Championships shall be by majority vote of the Club Representatives and the Executive present at the meeting or by proxy.

2. to vote on motions presented to all Member Clubs; and,

3. to consider new business which will be presented to all Member Clubs in the form of Notices of Motion for vote at the next Annual General Meeting.

B: The Secretary Treasurer shall draw up an agenda including any Notices of Motion presented to him/her by Member Clubs or the Executive. This agenda must be received by the Member Clubs and their Representatives at least sixty (60) days before the Annual General Meeting.

C: The required quorum at the Annual General Meeting is 50% of eligible voters, in person or proxy.

Section 2. Special Meetings of C.N.S.F.T.A.:

Special Meetings may be called by the Executive to consider motions put before C.N.S.F.T.A. by any Member Club between Annual Meetings. Special Meetings can be held by mail or telephone conference. The required quorum at Special Meetings of C.N.S.F.T.A. is 50% of eligible voters, in person or by proxy.

Section 3. Executive Meetings:

Executive meetings may be held at the call of the President. Executive meetings can be held by mail or telephone conference. The required quorum at Executive Meetings is 67% of Executive members.

ARTICLE VII: COMMITTEES

The Executive of C.N.S.F.T.A. may appoint special or standing Committees as required. Such Committees will be terminated when their task is completed.

ARTICLE VIII: VOTING AND PROXIES

a) The Vice President, Past President, Secretary Treasurer, Regional Directors, and Club Representatives may cast a vote at any Annual General or Special Meeting.

b) Only Executive Officers (excluding the President) and Regional Directors may cast a vote at Executive Meetings.

c) Motions put before any meeting are carried by an affirmative vote of a majority of the eligible voters present at the meeting or by proxy, unless otherwise prescribed.

d) Voting may be by mail, *in which case a minimum of three weeks shall be allowed for return of ballots.

e) No Representative of a new or reinstated Member Club will have the right to vote at any C.N.S.F.T.A. meeting until the Member Club is in good standing with C.K.C. and has held at least two (2) licensed Spaniel Field Trials and/or Hunt Tests within the previous two years prior to the meeting.

f) Any Executive Officer, Regional Director or Club Representative entitled to vote at any meeting may vote by proxy, save as hereinafter provided. Proxies shall be submitted to the Secretary-Treasurer, shall be in writing and shall be for a specific meeting. Proxy voting is not permitted in relation to the following matters:
    1) election of Executive Officers and Regional Directors.
    2) amending the Constitution or By-Laws; or
    3) dissolving C.N.S.F.T.A.

ARTICLE IX: POWERS AND RESPONSIBILITIES OF C.N.S.F.T.A.

a) C.N.S.F.T.A. shall be responsible for reviewing the C.K.C. Canadian Spaniel Field Trial Rules and Regulations and the judging standards every five years, with a view to making revisions where necessary after thorough consultations with all Member Clubs. Recommendations for changes in C.K.C. regulations that are approved by 67% of Executive members and Club Representatives shall be forwarded to C.K.C. for its consideration.

b) C.N.S.F.T.A. shall not be responsible for enforcement of C.K.C. regulations. This shall be, in all cases, between the Member Club 'in question and C.K.C.

c) C.N.S.F.T.A. shall not be responsible for running either of the Canadian National Open or Amateur Field Trial Championships. The Host Club will be responsible for the conduct of these Trials and will be responsible for advising C.K.C. and C.N.S.F.T.A.

d) The President of C.N.S.F.T.A. or his/her representative will be offered the opportunity of welcoming competitors and other guests and making comments if he/she so wishes at either of the National Open or Amateur Field Trial Championship banquets.

e) Open or Amateur National judge's selection criteria. The Host Club must select 6 confirmed candidates, of which at least three (3) must be Canadian and announce them with their National Hosting Proposal at the CNSFTA meeting.

NOTE (a): A confirmed candidate must be a CKC qualified Judge who has been contacted by the Host Club and has agreed to serve, if selected.

NOTE (b): All potential judges must provide a biography of their judging history to the host club to be distributed by the Host Club to all member clubs in good standing.

NOTE (c): Eligible persons for confirmed candidate status include those who have judged a previous Canadian National, regardless of where, when, how often or citizenship.

1. A ballot, in two-part form is to be distributed by the Host Club to all member clubs in good standing.

2. Each member club must cast two votes and at least one vote must be for one of the Canadian candidates.

3. The original ballot form is to be returned to National Field Trial Secretary of the Host Club by January 31.

4. The second part of the ballot form is to be sent to the CNSFTA Past President by January 31. The Past President will act as Scrutineer.

5. The Host Club is to tally the votes received and confirm the vote count with the Scrutineer. The Canadian candidate with the highest number of votes and the candidate with the next highest number

6. Ties: In case of a "first" place tie between any two Canadian candidates or between a Canadian and an American candidate where each has an equal and the highest total number of votes cast, both are to be selected.

   In the case of a "second" place tie between two candidates where the highest total number of votes ("first" place) has been obtained by an American, and one is of the tied candidates is Canadian, the Canadian shall be selected.

   Tie Breaking Procedure
   In the case of a "first" place tie between two American candidates or a tie between two "second" place candidates where the highest number of votes has been obtained by a Canadian, the Host Club will obtain from both the CKC and the AKC a record of the number of Open and Amateur
   All Age Trials (OAAAT's – to include previous National Trials held in both countries) judged by each candidate over the past five (5) years. The candidate who has judged the largest total number of OAAAT's will be selected.

f) The CNSFTA requires a report about the types and location of mean seeds, if any, on the potential National trial grounds. The report is to be prepared in the same calendar year as the Nationals by a qualified person such as an agronomist or botanist. The report is to be made publicly available with the premium list a minimum of 30 days prior to the closing date of each respective National.

ARTICLE X: FINANCE AND MEMBERSHIP FEES

a) The fiscal year of C.N.S.F.T.A. shall be the calendar year.

b) Member Clubs shall pay an annual membership fee which shall be set at each Annual General Meeting of C.N.S.F.T.A.

c) Any surplus moneys, after fulfilling annual operating requirements, shall be transferred to the new Executive of C.N.S.F.T.A.

d) All funds shall be deposited in an accredited Canadian chartered bank under the name of C.N.S.F.T.A.

e) All cheques drawn on C.N.S.F.T.A.'s bank account shall bear the signature of the President and Secretary Treasurer. If one of them is unable to sign, then either the Past President or the Vice President may sign in that person’s stead.

ARTICLE XI: DISCIPLINE

a) Any Club Representative, Member Club, or member of the Executive who is suspended, debarred, expelled, or whose membership has been terminated by C.K.C.'s Discipline Committee, shall be suspended from C.N.S.F.T.A. for a like period.

b) Complaints to C.N.S.F.T.A. shall be submitted in writing to the President. Complaints shall be accompanied by a deposit of $50.00. The President shall review all such complaints and, if deemed necessary, arrange a meeting of the Executive, by telephone or otherwise, to deal with it. Both the complainant and the person against whom the complaint was made may have representation if desired. The deposit is to be refunded if the Executive rules in favour of the complainant.

c) Executive may, after investigating the complaint and holding a meeting concerning same, suspend or expel a Club Representative, Member Club, or member of the Executive. Any such decision shall be by majority vote and the Club Representative, Member Club, or member of the Executive suspended or expelled shall be given written notice thereof stating reasons.

ARTICLE XII: AMENDMENTS

a) The By-Laws of C.N.S.F.T.A. may be amended provided a Notice of Motion to Amend was tabled at the previous Annual Meeting and that all Member Clubs are given at least sixty (60) days' written notice of voting on the proposed amendment.

b) Approval of amendments to the By-Laws of C.N.S.F.T.A. shall require an affirmative vote of 67% of Executive members and Club Representatives.

c) Voting must be by mail in ballot and proxies are not allowed. Ballots must be returned to the Secretary Treasurer within four (4) weeks.

d) Amendments may be proposed by the Executive, Club Representatives, or Member Clubs.

ARTICLE XIII: PARLIMENTARY AUTHORITY

Except as otherwise provided in the By-Laws, C.N.S.F.T.A. shall be governed in its proceedings by the most recent edition of "Robert's Rules of Order, Newly Revised".

ARTICLE XIV: DISSOLUTION OF C.N.S.F.T.A.

a) C.N.S.F.T.A. may be dissolved by an affirmative vote of 67% of Executive members and Club Representatives, provided that all Member Clubs have been given at least sixty (60) days written notice in advance of voting on the proposed dissolution.

b) Voting must be by mail in ballot and proxies are not allowed. Ballots must be returned to the Secretary Treasurer within four (4) weeks.

c) Dissolution of C.N.S.F.T.A. requires written notification to C.K.C., which notification must be signed by at least 67% of Executive members and Club Representatives.

d) In the event of dissolution of C.N.S.F.T.A., all debts shall be cleared, assets shall be liquidated, and any residue shall be donated to a charitable organization for the benefit of dogs.

ARTICLE XV: CLUB SEAL

C.N.S.F.T.A. shall have no official Seal.