

Eastern Ontario Horses of Course Club Constitution

Article 1 The **NAME** of the club shall be - **Eastern Ontario Horses of Course Club**

Article 2 **PURPOSE**

1. The purpose of the club shall be to stimulate interest in and appreciation of horses of all types and breeds by providing educational and social opportunities that will broaden members knowledge of and experience in the horse industry.
2. The club shall carry out its activities without purpose of gain for its members and any profits generated by the club shall be used solely to promote its aims and objectives.

Article 3 **MEMBERSHIP and DUES**

1. Membership in the club is open to persons who, in accepting membership, thereby agree to be bound to all things not contrary to the constitution and standing rules.
2. A member in good standing is any person who has paid their dues and has not had their membership revoked, and who has not submitted a written resignation to the club
3. Only members in good standing, and who have attained the age of 16 are entitled to hold office, make motions, and vote at all regular and annual general meetings.
4. Annual Membership dues shall be reviewed annually by the Executive and presented to the general membership for changes if any.
5. The membership by simple majority vote (50% plus 1) shall have the right either to suspend a member's privileges entirely, or in part, for such period as they deem appropriate, or to expel a member from the club, if, in their opinion, that member's conduct is detrimental to the reputation or interest of the club. An expelled member shall not be entitled to a rebate of current annual fees.

Article 4 **FINANCES**

1. All income of the club must be used for the purposes of the club and shall not be used for the benefit of any individual member.
2. The club shall require minimum of 2 (two) signatures on cheques.

Article 5 **MEETINGS**

1. Regular meetings of the club shall be held as stated in the Standing Rules.
2. The Executive shall have the authority to change dates of meetings, and to set place and time for meetings, provided sufficient notice (one week) is given to members.
3. At any general meeting, 10 members shall constitute a quorum.
4. All meetings and club events must be used for the purposes of the club and shall not be for the benefit of any individual member.
5. All meetings will be conducted in as a relaxed and informal manner as possible while still maintaining order.
6. Decisions will be made by the membership through a motion, second and show of hands, except in cases where any member so requests, a closed ballot will be used.
7. A simple majority (50% + 1) is required to carry a motion.
8. The Executive shall, at its discretion, or shall upon receipt of a requisition in writing from 10 or more members, convene a Special General Meeting for any purpose. Any such requisition shall set out clearly the object, or objects, of the proposed meeting and shall be placed with the Secretary.
9. Executive meetings shall consist of all executive members and shall be open to the general membership and the membership shall be informed of the time and place of the meeting.
10. At any executive meeting not less than a majority of the executive shall constitute a quorum.
11. Executive meetings shall be conducted as per Roberts Rules.

12. Annual General Meeting will be held in January for the purpose of election of officers and to hear any proposals for amending the constitution.
13. Any proposals for amending the constitution must be submitted in writing to the secretary at least 45 days in advance of the Annual General Meeting with notice of proposed amendments given in writing to the membership at least 30 days prior to the AGM

Article 6 ANIMAL HEALTH

Any horse participating in a club event must be in obvious good health, showing no visual signs of illness, and it is highly recommended that vaccination and health tests are up to date.

ELECTED OFFICERS

1. The Executive of this club shall consist of the Past President, President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, or Secretary/Treasurer, and no more than 4 (four) Directors.
2. Members of the executive must be members in good standing.

TERMS OF OFFICE

The term of office shall be two years (unless the officer resigns).

DUTIES OF OFFICERS

Past President - shall act as an advisor and chair the Nominating Committee.

President

1. Shall preside at each executive and general meeting of the club.
2. Shall be a member, ex-officio, of all committees except the Nominating Committee.
3. May vote only in the event that doing so will change the outcome.
4. Shall have signing authority for the club.

Vice President

1. Shall preside at meetings in the absence of or upon the resignation of the President and shall assume the role of the President.
2. Shall have signing authority if Secretary/Treasurer are one position.
3. Shall have voting privileges on the Executive.

Secretary

1. Shall record minutes of all executive and general meetings.
2. Shall forward a copy of any meeting to any executive member upon request.
3. Shall have signing authority for the club.
4. Shall handle all correspondence of the club and shall have all correspondence available for reading at regular meetings.
5. Shall provide a copy of the Constitution and Standing Rules to all new members upon joining the club.
6. Shall set the agenda for all meetings of the club.
7. Shall have voting privileges on the Executive.

Treasurer

1. Shall be responsible for the care and custody of all monies of the club which shall be deposited in a bank as authorized by the club, with exception of an amount as laid out in the standing rules.
2. Shall collect all membership dues.
3. Shall ensure that all club members adhere to Article 1 # 2 of the Standing Rules.
4. Shall be responsible for updating members list and submitting new members name to the Newsletter Editor.
5. Shall pay all bills and accounts as approved by the membership.
6. Shall have signing authority for the club.

CONSTITUTION

- 7. Shall provide a quarterly and year end report for the membership.
- 8. Shall have voting privileges on the Executive.

Secretary/Treasurer

- 1. Shall assume responsibilities of both the Secretary and the Treasurer as outlined in their descriptions

Directors

- 1. These officers shall serve on the Executive with voting privileges.

COMMITTEES

Standing Committees

- 1. Standing committees may be created as needed to promote the objectives and interest of the club.
- 2. The Membership must approve committee projects and expenses prior to all undertakings.

PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for all matters not in conflict with these bylaws.

DISBANDMENT OR REORGANIZATION

- 1. In the event of disbandment or reorganization of the club, a notice of motion must be presented and the motion considered at a special general meeting called for that purpose.
- 2. An affirmative vote of two-thirds of the remaining members shall be required to carry the motion.
- 3. Upon disbandment all liabilities and obligations shall be discharged, or adequate provisions made therefore. Any remaining funds that are in the treasury at the time shall be given to a Non Profit Charity as determined by the majority of remaining membership.

STANDING RULES

Article 1 MEMBERSHIP

- 1. Membership dues shall be \$20.00 per calendar year for a family membership which must be renewed in order to have voting authority.
- 2. **Renewal** of membership must be paid prior to participation in club meetings or events.
- 3. Each membership allows for two voting members age 16 and over per family.
- 4. **New** members who join after October 31 will be considered a paid member for the upcoming fiscal year.
- 5. Definition of Family Membership - Two adults and their children under the age of 19 living in the same household.

Article 2 NON MEMBER GUEST

Non member guest may visit the club not more than one time each year without payment of dues to the club. Non members may be required to pay a nominal fee (as decided by the committee) to participate in club events.

Article 3 MEETINGS

- 1 Club meetings shall be held the second Wednesday of each month at 7:30 pm. at a place previously decided upon by the members or the Executive.
- 2. Special activities or meetings will be posted in the Newsletter prior to the events and such events must be approved by the membership and/or executive at a previous meeting or it will be considered as a non-club event.

3. There will be proxy votes allowed provided they are received by an executive member and signed to prove authenticity.

Article 4 PARTICIPATION IN CLUB EVENTS WITH HORSES

Proof of minimum \$1 million Liability Insurance **MUST** be given to the Secretary prior to participating in any event with their horse. This includes guests. All children under the age of 19 must be supervised by a responsible adult and must wear an ASTM certified helmet while on horse back.

Article 5 OPERATING LANGUAGE

The operating language of the club shall be English.

Article 6 FINANCES

1. The fiscal year extends January 1 to December 31.
2. A Petty cash allotment of not more than \$100 may be kept in the cash box.
3. The majority of executive has authority to decide on a case by case basis whether funds can be disbursed without prior approval of the membership up to an amount of \$100.00 per month.

Article 7 NOMINATIONS and ELECTIONS

1. Nominations shall be made within the fourth quarter for the coming year.
2. Past President, or in his or her absence, a person designated by the Executive, shall head the Nominating Committee, and will be chairman.
3. The Nominating Committee, composed of not fewer than three nor more than five members shall be appointed by the Chairman with the approval of the membership.
4. The Nominating Committee shall prepare a slate of officers and shall submit it to the general membership at the annual general meeting of the fiscal year.
5. There shall be a provision for nominations from the floor for each office at the meeting at which elections are held, provided that prior consent of the nominee has been obtained.
6. Elections take place at the beginning of the annual general meeting of the fiscal year.
7. Officers shall take office after the election of all Executive Officers at the annual general meeting of the fiscal year and shall hold office until the end of his/her term.
8. Any vacancies in office that occur during the year shall be filled by the Nominating Committee with majority approval by the membership at a meeting. The exception to this would be that the Vice President would become President should the President step down.

Article 8 AMENDMENT

These standing rules may be amended by a majority of the voters at any meeting at which there is a quorum.