

**BY-LAW # B 18-27**

**TEMISKAMING PLEASURE HORSE CLUB**

**SUBJECT: PROCEDURAL BY-LAW FOR THE TEMISKAMING PLEASURE HORSE CLUB**

We the members of the Temiskaming Pleasure Horse Club, enact as follows:

**ARTICLE 1 - TITLE**

1-1-18 This Club shall be known as "Temiskaming Pleasure Horse Club," also referred to as "TPHC".

**ARTICLE 2 - CORPORATION**

2-1-18 The TPHC is incorporated as a "not for profit" corporation (#674186), and shall at all times be operated as a non-profit club in accordance with the laws of the Corporation Act.

**ARTICLE 3 - PURPOSE OF THE TPHC**

3-1-18 To enhance, promote and develop skills and knowledge.

3-2-18 To increase the safety consciousness of horse and rider.

3-3-18 To promote a spirit of comradeship and social good will among members and their guests.

3-4-18 To purchase, lease or otherwise acquire land, buildings, easements and property, real and personal, which may be requisite for the purpose of or capable of being conveniently used in connection with any of the objects of the corporation.

3-5-18 To accept donations, gifts, legacies and bequests.

3-6-18 To educate the members relating to the operation and on-going business of the TPHC.

**ARTICLE 4 - CORPORATE SEAL**

4-1-18 The TPHC is without a corporate seal.

**ARTICLE 5 - HEAD OFFICE**

5-1-18 The TPHC shall not maintain a clubhouse or similar premises, at this time. The address of the head office shall be:

Temiskaming Pleasure Horse Club  
P.O Box 45  
New Liskeard, Ontario P0J1P0

## **ARTICLE 6 - BOARD OF DIRECTORS**

6-1-18 The Board of Directors will consist of a maximum (10) volunteer members who are elected annually by the general membership of the TPHC.

6-2-18 The positions of the board of directors will include:

- President
- Vice-President
- Secretary
- Treasurer
- Western Games Director
- English Director
- Western Performance Director
- Mounted Games Director
- Horse and Rider Trail Director
- Pleasure Driving Director

6-3-18 The position of the Secretary/Treasurer may be combined.

6-4-18 If the positions of Secretary/Treasurer are held by one Director, the number of Directors on the Board would change accordingly.

## **ARTICLE 7 - TERM OF OFFICE**

7-1-18 The term of office for all Board positions shall be a one (1) year period open for election at the Annual General Meeting each year.

7-2-18 To support the continuity of the club, board of directors of the previous year will be available to support the transition period of club operations to the current term of office board of directors as needed.

## **ARTICLE 8 - VACANCIES ON BOARD**

8-1-18 Should a vacancy occur on the Board of Directors, the remaining board members may appoint a replacement from the membership or leave the position vacant until the next Annual General Meeting.

8-2-18 The number of members on the Board of Directors, at any time, shall not be less than six (6) members.

## **ARTICLE 9 - DISSOLUTION OF A BOARD**

9-1-18 If the membership of TPHC have just cause to believe the present board is not carrying on business of the TPHC in the best interest of the Club, any ten (10) members can propose in writing to the Board of Directors that the Board be dissolved.

- 9-2-18 Upon receipt of a signed letter of dissolution from 10 members, the TPHC Board of Directors must notify the current membership of a special meeting being held to consider the dissolution of the current Board.
- 9-3-18 The special meeting notice must be sent by mail, to the membership, 14 days in advance of the special meeting.
- 9-4-18 The proposal must be put to a secret ballot vote of the membership at the meeting called for that purpose.
- 9-5-18 If dissolution of the Board occurs, the membership will then elect a new Board of Directors to conduct the business of the TPHC until the next Annual General Meeting.

#### **ARTICLE 10 - RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

- 10-1-18 The Board of Directors are an elected body which acts on behalf of the members of the TPHC. The Board is responsible for managing the day-to-day operations of the TPHC.
- 10-2-18 The Board of Directors are responsible for representing the best interest of the members of the TPHC, by attending board meetings, participating in discussions and voting on important issues.
- 10-3-18 The Board of Directors are accountable at all times to the members of the TPHC for decisions made by the board.
- 10-4-18 The Board of Directors must adhere to a Non-Disclosure Policy of what is discussed in executive meetings. Information will be distributed to members once approved by all Board of Directors.
- 10-5-18 During term of office, Board of Directors and Associate Directors must be in good membership standing.

#### **ARTICLE 11 - RESPONSIBILITIES OF PRESIDENT**

- 11-1-18 The President shall be Chief Executive Officer (CEO) and Chairperson of the TPHC.
- 11-2-18 The President must ensure all rules, regulations & by-laws of the TPHC are adhered to.
- 11-3-18 The President shall be responsible for the continuity of club and shall ensure that all operations of the club occur within the fiscal year
- 11-4-18 The President may re-assign the Board of Directors responsibilities below to ensure the continuity of club operations
- 11-5-18 The President shall hold financial co-signing authority with the treasurer

#### **ARTICLE 12 - RESPONSIBILITIES OF VICE-PRESIDENT**

- 12-1-18 In the absence of the President, the Vice-President will assume all duties.

### **ARTICLE 13 - RESPONSIBILITIES OF THE SECRETARY**

- 13-1-18 It shall be the duty of the Secretary to manage Board communications, correspondence and membership notices.
- 13-2-18 The Secretary will attend all meetings and be responsible for agendas, minutes and provide other duties as determined by the Board of Directors.
- 13-3-18 The Secretary is responsible for maintaining all records of club operations.

### **ARTICLE 14 - RESPONSIBILITIES OF THE TREASURER**

- 14-1-18 The Treasurer will be responsible for the finances & books of account for the TPHC.
- 14 -2-18 The Treasurer will present a written Treasurer's report including a copy of the current bank statement at every Board meeting.
- 14-3-18 The Treasurer will provide immediate access to the financial records if requested by the Board of Directors.
- 14-4-18 The Treasurer shall hold financial co-signing authority with the President

### **ARTICLE 15 - RESPONSIBILITIES OF THE DIRECTORS**

- 15-1-18 A Director will attend all Board of Director Meetings
- 15-2-18 A Director is empowered to act on behalf of the TPHC by implementing Board decisions, participating in discussions and voting on important issues.
- 15-3-18 A Director is responsible for ensuring the continuity of operations for their elected/assigned division
- 15-4-18 A Director may appoint an associate director to assist with the operations of their division.
- 15-5-18 The associate director may be encouraged to attend board of director meetings but they are not required to attend. Associate directors do not obtain a vote on important club issues and decisions.

### **ARTICLE 16 - RESPONSIBILITIES OF A MEMBER**

- 16-1-18 It is the duty of the Member to pay their membership dues annually.
- 16-2-18 A Member should attend all appropriate meetings to keep updated and informed on TPHC business.
- 16-3-18 A Member must act in the best interest of the TPHC and abide by the rules and regulations of the TPHC.
- 16-4-18 A Member will be encouraged to support the operations of the club

16-5-18 A Member is responsible for adhering to the rules and regulates as outlines in the annual TPHC member handbook

16-7-18 A Member is responsible for keeping up to date and staying informed on all club operations and correspondence

#### **ARTICLE 17 - MEMBERSHIP**

17-1-18 The fiscal year of a membership occurs from May 1<sup>st</sup> to April 31<sup>st</sup>

17-1-18 Membership in the TPHC shall be divided into the following categories:

- Single
- Family (one/two seniors and/or dependent persons 17 years of age and under residing in the same household)
- Show (membership for one (1) show)

#### **ARTICLE 18 - MEMBERSHIP DUES**

18-1-18 The cost of a TPHC Membership will be evaluated on an annual basis.

18-2-18 The TPHC annual membership fee will be determined before the beginning of the new membership year.

#### **ARTICLE 19 - INSURANCE**

19-1-18 Insurance policies will be evaluated annually before premiums are paid.

19-2-18 The TPHC will hold a valid insurance policy each year with a minimum of two million (2,000,000) dollar liability.

#### **ARTICLE 20 - FINANCIAL STATEMENT**

20-1-18 The financial statement will provide assurance to all TPHC members that the financial transactions and financial position of the board are clearly presented in the board's financial statements.

20-2-18 A year-end financial statement shall be presented to the membership.

20-4-18 The Board of Directors will appoint an auditor to review the all financials records to ensure all records are in good standing and accurately reflect the clubs financial operations. The auditor may be an individual from the Board of Directors, the members, or a paid outside firm

#### **ARTICLE 21 - FINANCIAL FISCAL YEAR**

The financial fiscal year is a twelve (12) month period between settlements of financial accounts.

21-2-18 Currently the financial fiscal year is October 1<sup>st</sup> to September 30<sup>th</sup>

#### **ARTICLE 22 - BANK ACCOUNTS**

- 22-1-18 The TPHC shall hold a daily interest/chequing account with a banking institution convenient to the club. This account may be used for any club expenses not covered by the raffle account.
- 22-2-18 The TPHC shall hold a second daily interest/chequing account with a banking institution convenient to the club. This account is identified as a raffle account and shall cover club expenses such as raffle prizes, raffle tickets, equipment upgrades, insurance, and youth related club expenses i.e. youth judges & clinics
- 22-3-18 The TPHC may hold a savings account with a banking institution convenient to the club.

#### **ARTICLE 23 - SIGNING PRIVILEGES**

- 23-1-18 The Board of Directors will authorize two (2) Board Members to have signing privileges.
- 23-2-18 The President and Treasurer
- 23-3-18 Signing authority will include cheques and/or any other legal documentation pertinent to the TPHC and will require two signatures.

#### **ARTICLE 24 - ELIGIBILITY TO VOTE**

- 24-1-18 Any member eighteen (18) years of age or older, as of January 1<sup>st</sup>, who have paid their membership dues for the current membership year and are in good standing with the TPHC, are entitled to one (1) vote at membership meetings.
- 24-2-18 Members of the Board of Directors will be entitled to one (1) vote at membership meetings or Board meetings (exception is the Chairperson who shall only vote as a result of a tie at Board meetings and at the Annual General Meeting)
- 24-3-18 Only Board Members will be eligible to vote at Board meetings.

#### **ARTICLE 25 - DISCIPLINARY ACTIONS**

- 25-1-18 Any Board member missing three (3) meetings without just cause, may forfeit his/her privilege of being a Board member and may be asked to resign his/her position at the discretion of the remaining Board Members.
- 25-2-18 Any member of TPHC who conduct themselves in an unbecoming manner or does not act in the best interest of the TPHC, may have their membership cancelled by a majority vote of the Board of Directors.
- 25-3-18 Procedure for disciplinary action will be as follows:
- First offence – written reprimand, stating offence.
  - Second offence – written disqualification from the next show or event
  - Third offence –written notification of dismissal from the club

- 25-4-18 Disciplinary action is from the time of written notification of the third offence until December 31<sup>st</sup> of that year.
- 25-5-18 Any TPHC member requiring disciplinary action is entitled to a hearing before the Board of Directors, by written request.
- 25-6-18 The Board of Directors reserves the right to set the conditions of such hearings at their discretion.
- 25-7-18 Any TPHC member, while under disciplinary action after a third offence is considered not to be in good standing with the TPHC.

#### **ARTICLE 26 - COMMITTEES**

- 26-1-18 Committees may be appointed by the Board of Directors to carry out special assignments.
- 26-2-18 At least one (1) representative from a committee shall attend Board meetings to report any business concerning their committee but are not entitled to vote.

#### **ARTICLE 27 - MEETING PROCEDURE**

- 27-1-18 The rules and regulations contained in "Article 29" shall be observed in all proceedings of the TPHC (except elections) and shall be the rules for the order of dispatch of the meeting.
- 27-2-18 The Chairperson shall call the meeting to order as soon as quorum of the Board is present and the hour fixed for the holding the meeting has passed.
- 27-3-18 If a quorum is not present, which is 50% + one (1) of the Board members, then one-half(1/2) hour after the time appointed for a meeting, the secretary shall record the names of the members present and the meeting will stand adjourned until the next meeting is called.
- 27-4-18 In the absence of the President, or if his/her office is vacant, or if he/she refuses to act, the Vice-President will assume the role of chairperson.
- 27-5-18 In the absence of the President and the Vice-President, the board may appoint a Chairperson from among the remaining Board members present.
- 27-6-18 To make binding decisions at a Board meeting, there must be quorum.
- 27-7-18 The business of the meeting shall in all cases (exemptions – elections, special meetings or where otherwise stipulated) will be taken up in the order in which it stands upon the agenda.

27-8-18 All records of club operations shall be saved for seven years. Records shall be saved electronically in two places i.e. on an external hard drive /USB and confidential web-based folder. Physical records shall be stored at a secure location accessible to the Board of Directors.

27-9-18 All records of club operations shall be confidentially destroyed after seven years.

#### **ARTICLE 28 - MEMBERSHIP MEETINGS**

28-1-18 Membership meetings will be called at least two (2) times per year to keep the members informed of the ongoing business of the TPHC.

28-2-18 The meetings will consist of a spring meeting before the season starts and a fall meeting for the AGM and awards night when the season is concluded.

28-3-18 Any member in good standing, 18 years of age or over, may cast one (1) vote at membership meetings.

28-4-18 Voting at membership meetings will be by majority of the members present at the meeting.

28-5-18 Notice of a membership meeting shall be given at least two weeks prior to the scheduled meeting by letter or by public announcement using a combination of newspaper, radio, email, social media, or other web/internet notification.

#### **ARTICLE 29 - ELECTION MEETING**

29-1-18 Elections for the Board of Directors are conducted at the TPHC Annual General Meeting

29-2-18 The election of Board Members will be done by secret ballot.

29-3-18 Ten (10) members will be elected to the Board of Directors each year.

29-4-18 Only members in good standing with the TPHC may be nominated for office and only members in good standing may nominate someone for office.

29-5-18 A member must be 18 years of age or over, as of January 1 of the current year, to vote or hold a position on the Board of Directors.

29-6-18 At the elections meeting, the total number of votes cast and results of the vote for each elected position must be recorded.

29-7-18 Members must be present to vote at an election meeting.

29-8-18 Members must be present or provide written consent to be nominated or to stand for office.



### **ARTICLE 30 - TROPHIES**

- 30-1-18 To qualify for points towards a trophy, the participating member must be a member of TPHC and in good standing on the day of the show.
- 30-2-15 Any recipient of a trophy must be a paid member of the TPHC and in good standing.
- 30-3-18 The Division Director will determine how points will be awarded in relationship to the class placings.
- 30-4-18 The Division Director will determine eligibility for awards and trophies for their division.
- 30—5-18 Division and Club Year end awards/trophies will be outlined in the annual TPHC membership handbook

### **ARTICLE 31 - SHOW ENTRY**

- 31-1-18 A horse shall not be allowed to compete unless proper entry is made, and both horse and rider/driver/handler have fulfilled all required rules & regulations.
- 31-2-1,8 Entries will not be accepted after the class has officially started.
- 31-3-18 Entry numbers must be worn when competing.
- 31-4-18 In all divisions a rider may move up an age division but may not reverse per show.

### **ARTICLE 32 - DIVISIONS FOR THE PURPOSE OF SHOWING**

- 32-1-18 The divisions are:
- OPEN - Any member of any age
  - SENIOR - Any member 18 years of age or over as of January 1<sup>st</sup> of the current year.
  - YOUTH - Any member 14 to 17 years of age as of January 1<sup>st</sup> of the current year.
  - JUNIOR - Any member 13 years of age and under as of January 1<sup>st</sup> of the current year.
  - NOVICE – Any rider in the first or second year of showing. The Divisional Director has the authority to allow exceptions in the Novice Division.
- 32-2-18 Division Directors may create or combine divisions to best reflect the operations of the division

### **ARTICLE 33 - COMPLAINTS**

- 33-1-18 Complaints must be submitted in writing to the TPHC accompanied by a \$50.00 fee. Refundable at the discretion of the board of directors.

### **ARTICLE 34 - DIVISION RULES AND REGULATIONS**

- 34-1- 18 All divisions will follow the rules and regulations for the appropriate division found in the annual TPHC membership handbooks prepared by the TPHC Board of Directors for the current show season.
- 34-2-18 Division directors may reference division specific rules to external reputable equestrian bodies i.e. Equine Canada

#### **ARTICLE 35 – BY-LAWS**

- 35-1-18 By-laws are the policies and procedures adopted by the TPHC membership for governing its meetings and affairs.
- 35-2-18 New By-laws enacted and passed by the TPHC membership and must be signed by two Board Members with signing authority.
- 35-3-18 By-laws must be introduced, discussed, voted on and passed by a majority vote of the membership at an Annual General Meeting.
- 35-4-18 By-law changes and amendments should be filed separately for future reference.

#### **ARTICLE 36 - AMENDMENTS/REPEALS**

- 36-1-18 No amendment or repeal of any by-law, in whole or in part, shall be considered at any meeting unless notice of the proposed amendment or repeal has been given prior to such meeting.
- 36-2-18 Full text of the amendment or repeal shall be in writing and presented to the membership before being voted on.
- 36-3-18 Amendments or repeals may only be passed after consultation with the membership.

#### **ARTICLE 37-EFFECTIVE DATE AND CONDITIONS**

- 37-1-158 This by-law shall become effective upon the date of enactment.
- 37-2-18 Previous by-laws that conflict with an updated by-law will be nullified and the newest by-law will prevail.
- 37-3-18 The by-laws of the TPHC will supersede all other rules and regulations of all other clubs.
- 37-4-18 The by-laws of the TPHC will be reviewed every year by the Board of Directors
- 37-5-18 The By-laws of the TPHC will be updated and/or re-certified every five (5) years.
- 37-5-18 To be accepted, by-laws must be approved by the Board of Directors and brought before the general membership at an Annual General Meeting.

37-6-18 A copy of the original bylaws will be kept on file with the updated bylaws becoming effective on date of enactment.

37-6-18 The Board of Directors shall annually review and update the TPHC membership handbook

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Certified By: \_\_\_\_\_ President

Certified By: \_\_\_\_\_ Secretary

Dated this October \_\_\_\_ 2018 at New Liskeard Ontario.