

TIMBER TRAIL WESTERN RIDERS

REVISED

CONSTITUTION & BY-LAWS



October 2, 2017

TIMBERTRAIL WESTERN RIDERS
CONSTITUTION AND BY-LAWS

ARTICLE I

The name of the organization shall be “TIMBERTRAIL WESTERN RIDERS” hereinafter called the Club.

OBJECTIVES

ARTICLE II

1. The object of this Club shall be to promote and maintain the western horse, and western horsemanship, and to improve its prestige and image;
2. To encourage, and assist any individual who is interested in this activity; and
3. To foster good fellowship, and sociability among the membership and the community.

MEMBERSHIP

ARTICLE III

To be open to any individual who is interested in the objectives of this Club, and is willing to abide by its constitution, by-laws, and code of conduct. Membership in the Club shall consist of the following classes:

- (a) Individual Senior Members, being at least 19 years of age at the beginning of the calendar year and who have paid the prescribed membership fee for the current year. Individual Senior Members are entitled to one vote at all general members’ meetings.
- (b) Individual Junior Members, being under the age of 19 at the beginning of the calendar year and who have paid the prescribed membership fee for the current year. Individual Junior Members are not entitled to a vote at general members’ meetings.
- (c) Family Members, being one or two Individual Senior Members and one or more Junior Members sharing a common household and living together as a family unit and who have paid the prescribed membership fee for the current year. Family Members shall have voting rights based on their status as Individual Senior Members and Individual Junior

Members and shall not be limited to one vote per family.

- (d) Day Members, being one Individual Senior or Junior who has paid the prescribed Day membership fee for the current year. Each Day Member can take advantage of the Day Membership only once per year. If a Day Member wishes to participate in Club events thereafter in the current year, they shall be required to pay for a full membership; the Day Membership fee will be credited towards the membership fee for the current year.
- (e) Honourary Lifetime Members, being persons who have been elected to Honourary membership for life by the Board of Directors, in recognition of years of outstanding support and contributions to the Club and to the equine community in the region. Honourary Members are not required to pay membership dues and are entitled to one vote at all general members' meetings.

The executive may by resolution establish new classes of membership which shall be confirmed by a majority of votes cast at a general meeting of members.

DUES

ARTICLE IV

1. All fees for the upcoming year shall be set at the annual general meeting of the current year with one fee per membership class.
2. Dues for the coming year shall be payable as soon as possible or not later than May 1st. Membership applications and payments received after May 1st shall have a late penalty fee applied. This rule applies to renewing members only, new members exempt.
3. When a member's conduct violates the fundamental objectives of the club, or the code of conduct, and continues to do so, or would bring the club, and its image into disrepute, the executive shall be empowered to forfeit his/her membership and/or points earned to date, and inform the person in writing to this effect.
4. Non-members may only participate in the club activities as specified by the executive.

CODE OF CONDUCT

ARTICLE V

1. Club members shall encourage and assist others as well as foster good fellowship and sociability among the membership.

2. No Club member's conduct shall violate the fundamental objectives of the Club.
3. No person on the grounds of a Club show, trail ride, or other event may treat a horse or any animal in an inhumane manner.

BOARD OF DIRECTORS

ARTICLE VI

1. The purpose of the Board of Directors executive is to govern the affairs of the Club in the best interests of the membership and to reflect the objectives of the Club.
2. The executive shall have the authority to approve and pay all routine bills incurred in the normal operation of the Club. Any expenditure for other than routine matters, and/or items, shall be brought before the membership.
3. The President and his/her executive have the power to set up the committees from among the membership in order to carry out various projects.
4. Any committee set up must work within the "term of reference" as laid down by the executive.
5. To stand for office, all executive and directors shall be Individual Senior Members in good standing of the Club for one year, and shall be elected for a one (1) year term, except as otherwise provided.
6. No more than two (2) members of one (1) family may sit on the executive at the same time.

OFFICERS

ARTICLE VII

The executive of this Club shall consist of the following officers: President, Immediate Past President, 1st Vice-President, 2nd Vice-President (when position can be filled), Secretary, Treasurer, Junior Spokesperson, and Committee Chairpersons as Directors.

DUTIES OF OFFICERS

ARTICLE VIII

1. The duties of the President shall be:
 - (a) To preside at all meetings of the Board of Directors and of the membership of the Club;
 - (a) To supervise the general and active management of the business of the Club;
 - (b) To see that all orders and resolutions of the Board are carried into effect;

- (c) To cast a deciding vote in the event of a tie vote in any decision authorized by these by-laws;
 - (d) To be an ex- officio member of all committees.
2. The duties of the 1st Vice-President shall be:
 - (a) To perform all the duties of the President, in the absence, incapacity or refusal to act of the President;
 - (b) To exercise such powers and carry out such duties as may from time to time be assigned by the Board of Directors.
 3. The duties of the 2nd Vice President shall be:
 - (a) to perform all the duties of the 1st Vice President in the absence, incapacity or refusal to act of the 1st Vice President;
 - (b) to exercise such powers and carry out such duties as may from time to time be assigned by the Board of Directors.
 4. The duties of the Secretary shall be:
 - (a) To attend at all meetings of the members, Board of Directors and the Executive Committee;
 - (b) To ensure an accurate record all meetings of the members, Board of Directors and the Executive Committee and all votes;
 - (c) To cause minutes to be made of all proceedings at meetings of the members, Board of Directors and Executive Committee, and to ensure the safekeeping of such minutes in books kept for that purpose;
 - (d) Originate, receive, table, channel and reply to all correspondence as directed;
 - (e) To ensure the notification of Directors and members of meetings;
 - (f) Receive, and record all reports of each sub-committee, financial, and otherwise;
 - (g) Arrange for the distribution of all club forms, and bulletins relative to any event that may be held;
 - (h) Receive reports on club related events, and report to Club meetings;
 - (i) Arrange for a suitable place to hold executive and general meetings, and advise executive of same;
 - (j) Keep a master copy of the constitution, and update motions as they are passed, that require change to the constitution; and
 - (k) To perform such other duties as the Board of Directors may determine.
 5. The Duties of the Treasurer shall be:
 - (a) To attend at all meetings of the members, Board of Directors and the Executive Committee;

- (b) Receive and deposit in a chartered bank, all moneys of the club;
 - (c) Maintain an adequate set of books, showing all moneys received, and moneys paid;
 - (d) Issue receipts for all moneys received, and issue cheques for payment of all authorized accounts;
 - (e) Compile records, and financial information as requested by the President or Chairman of Sub-Committees;
 - (f) Attend club functions in the best interest of the club;
 - (g) To work co-operatively with the secretary to arrange for the collection of membership dues and the compilation of a membership list;
 - (h) In the absence of the Treasurer, the President shall sign all cheques of the club.
 - (i) To perform such other duties as the Board of Directors may determine.
6. The Duties of the Immediate Past President shall be:
- (a) The Immediate Past President shall assist the executive in an advisory capacity, and shall have voting privileges
7. The duties of the Show Secretary shall be:
- (a) Keep accurate records of points earned at each show;
 - (b) Supply a copy for the awards committee prior to the banquet/awards;
 - (c) Post a copy of the points the night of the banquet/awards.

ELECTION OF DIRECTORS

ARTICLE IX

1. An election of Directors as set out herein shall be held annually at the Annual General Meeting.
2. A Nominating Committee and its Chair shall be appointed by the executive at least sixty (60) days prior to the scheduled Annual General Meeting of the Club;
3. The Nominating Committee shall provide the Secretary with a slate of nominee who have consented to stand for election as Directors on behalf of the individual members of the Club;
4. Notice of the slate of nominee put forward by the Nominating Committee, after presentation to the Board of Directors, shall be sent to the members along with notice of the Annual General Meeting;
5. Any Individual Senior Member may nominate any other Individual Senior Member who is a resident in the region for election as a Director provided that such nominations are:
 - (i) Made in writing (email/paper);
 - (ii) Seconded by two (2) individual senior members in good standing;

- (iii) Accompanied by the written (email/paper) consent of the nominee to act as a Director of the Club; and
 - (iv) Provided to the Secretary before nominations are closed at the Annual General Meeting.
6. Nominations may also be accepted from the floor provided that the nominee is present, consents to stand for election and that the nomination is seconded by two (2) Individual Senior Members before nominations are closed at the Annual General Meeting.

DIRECTORS' CODE OF RESPONSIBILITY

ARTICLE X

1. The Directors shall abide by the following Code of Responsibility:
- (a) Directors shall treat the affairs of the Club with care and diligence;
 - (b) Directors should be reasonably familiar with the Club's structure, goals, objectives, activities, publications and programs;
 - (c) Directors should be familiar with the statutes and regulations under which programs of the Club operate;
 - (d) Directors shall declare all conflicts of interest;
 - (e) Directors shall regularly attend Board meetings, meetings of committees and councils of which they are members;
 - (f) Directors shall be familiar with and shall assume responsibility for the accuracy of the minutes of Board meetings and meetings of Committees of which they are members; and
 - (g) Directors shall ensure that Committees, including the Executive Committee, report on the exercise of any delegated authority, to the Board of Directors and do not overstep their authority.

CONFLICT OF INTEREST

ARTICLE XI

1. Every Director, member, or member of a Committee who in any way directly or indirectly or whose family member directly or indirectly has an interest in a proposed or current contract, competition, piece of litigation or transaction of the Club shall make a full and fair disclosure of the nature and extent of the interest at a meeting of the Board of

Directors.

2. After declaring a conflict, no Director, member, member of a Committee shall vote on any such contract, competition, piece of litigation or transaction nor shall they be counted in the quorum with respect to any such vote.
3. After declaring a conflict, a Director or member shall not be accountable to the Club for any profit realized from a contract and the contract is not voidable by reason of the Director's or member's interest in it if it is confirmed by a majority of the votes cast.

FISCAL YEAR

ARTICLE XII

1. Fiscal year to run from January 1st, to December 31st.

AUDITORS

ARTICLE XIII

1. The books will be audited at the end of each season, and a written report submitted at the Annual General Meeting.

MEETINGS

ARTICLE XIV

1. The President or Board of Directors may convene a general meeting of the members at any time or place within the region for business relating to the affairs of the Club.
2. There shall be at least one (1) Annual General Meeting held each year.
3. The Annual General Meeting of the Club shall be held each year after the conclusion of the competition season and prior to the start of the new calendar year at a time and place within the region as the Board of Directors may determine.
4. At the Annual General Meeting:
 - (a) The Officers shall be elected by the membership;
 - (b) A report of the activities of the Club for the previous year shall be presented
 - (c) A report from the Treasurer with financial statements for the Club shall be presented
 - (d) A report from the President shall be presented
 - (e) A report from other committees, as appropriate, shall be presented, as well as a report on the election of Directors

- (f) Proposed new by-laws or amendments to existing by-laws, that have been provided to the membership thirty (30) days prior, shall be presented for confirmation by the members.
5. The President or executive may convene a meeting of the Board of Directors at any time or place within the region for business relating to the affairs of the Club.
6. A majority of executive members must be present to constitute a quorum for a Board of Directors meeting, for the transaction of business.
7. A quorum at an Annual General Meeting shall consist of a simple majority of the executive, and any paid up members present, for the transaction of business.
8. Any member of the club may examine the books of the club by notifying the Secretary in writing, with a valid reason for his desire to do so. Such examinations to be made in the presence of at least two members of the executive.
9. The annual banquet and/or awards night will be held in the fall of each year, at which the presentation of awards will be held.

GRANTS

ARTICLE XV

1. No grant shall be made for relief purposes, hospital charges of medical attention to any member, nor shall loans be made to any member, individual, or group.
2. As a member of the Timbertrail Western Riders, I/We do not hold the executive, committees, etc., connected with the above association responsible for injury to myself, family or horse, and for loss or damage to personal property or belongings. I/We fully realize that I/We participate in any of the Club's events at my/our own risk, and will carry the necessary insurance to cover myself/ourselves, and belongings. I/We will not hold the above association responsible for any injury or damage caused by myself, to other people or their personal belongings.

DISSOLUTION

ARTICLE XVI

1. This club cannot be dissolved as long as twenty people retain their membership in it.

2. In the event that this club should dissolve the total assets of the membership shall go to a charitable organization as selected by the remaining members.

ALTERATIONS AND ADDITIONS

ARTICLE XVII

1. Any alterations or amendments to this constitution shall require thirty (30) days notice in writing, setting forth the proposed amendment to the Secretary, who shall immediately upon receipt of such notice, place same, before executive, and forward copies to the membership.
2. Any amendment will require a simple majority of vote, cast at a general meeting before becoming effective.
3. In all questions arising, which are not covered by this constitution, the executive shall rule as in their opinion to the best interest of the Club.

GENERAL RULES

ARTICLE XVIII

Official rules and regulations of the WESTERN HORSE ASSOCIATION of ONTARIO shall apply at all Club events and shows, and in the event the subject is not covered by WHAO rules, the rules and regulations of Equine Canada shall apply, with the following exceptions:

1. Junior members are divided into four age categories.
 - (a) Age 7 and under Lead Line
 - (b) Age 13 and under Walk/Jog
 - (c) Age 11 and under
 - (d) 12 to 18 years, or under, as of January 1st of the current year.
2. No stallions permitted in Junior, 11 and under, 13 and under, and Lead line classes.
3. A horse may be ridden by only one person, per event, but one person may ride as many as three horses.
4. Entries can be added up two classes prior to entry class as long as you have pre-registered for the show.

5. Horse and rider to be ready and properly equipped on all occasions (such as halter, bridle, saddle and halter shank, etc.)
6. All horses must be clean and well groomed.
7. Contestants must appear in the arena in complete, neat, clean, proper show attire.
 - (a) Western: Long sleeved shirts must have sleeves rolled down, and buttoned, (short sleeved shirts may be worn), boots and a hat/helmet, if wearing chaps, they must be neat and clean, to be considered show attire. In Performance classes, an adornment at the neck must be worn (tie, scarf, pin, necklace, etc.).
 - (b) English: Breeches of traditional shades of buff, grey, rust, or jodhpurs, shirt with stock or choker, hunt style jacket in traditional shades of navy, black, grey, high English riding boots (or jodhpur boots), an approved ASTM riding helmet of dark colour.
8. Crops and only blunt end spurs allowed in ring. (abuse of horse)
9. Approved ASTM safety riding helmets MUST be worn by all Juniors (18 years of age and under) while mounted at any and all Club events, including but not limited to shows and trail rides.
10. Junior members have no authority to partake in any business matters pertaining to the club, with the exception of the Junior Spokesperson.
11. All committees to give a written report of all their meetings to the executive. (President is to be notified in advance of any meetings of the committee.)
12. Participants at all Club events must have Liability insurance which covers Equine (horse-related) Activities.
13. Anyone who wishes to compete at a Club shows must be a paid up member or pay a Day Membership fee if they wish to participate.
14. Competitors must be prepared to enter holding ring when your class is announced.
15. Recipient of overall high point trophy must have entered at least two (2) performance, and two (2) game classes, at, at least three (3) shows.
16. Points to be accumulated on a horse and rider combination. Points will not count if someone else rides the horse for the usual rider. However, in an unforeseen injury

or illness (with a veterinarian' s certificate) or death, points may be transferred ONE TIME.

17. Mare & Foal - Yearling & 2 Year Old - Points, and trophy to go the horse, and handler. Handler must be the same handler all year round.
18. All grievances must be submitted in writing with \$25.00 to the executive. The money is to be returned if the grievance is determined to be justified by the executive. This rule applies to complaints only. Any suggestions members have to improve the Club are most certainly welcomed.
19. All participants in games events will enter the ring wearing a helmet or hat. If the hat falls on the ground, Riders will incur a five (5) second penalty per class.
20. All Gaming Riders must be in reasonable CONTROL of their horse upon their approach to the gate. When the horse's hips are through the gate, Riders are permitted to run, if so desired. The gate will be shut behind the Rider until they come to a complete stop at the end of their run. This Rule will be strictly enforced. Non-compliance will result in one (1) Warning and subsequent non-compliance will result in disqualification of that class including forfeiture of any points earned.
21. All Riders entered in the Walk/Trot Gaming Classes that are being lead, must be lead by an Adult handler in proper attire with a halter and leadline over the bridle. If a Rider starts on the leadline at a Show, that Rider must continue to be lead in all Classes entered for that Show. All Riders being lead in the Walk/Trot Classes will be placed accordingly after the Riders that rode independently.
22. Shows will run rain or shine. Only the Judge or President can decide to cancel the show.
23. If a show is cancelled, the classes that were not completed will be double pointed at the next show; unless it is the last show of the year, in which case, the previous show's points will be double pointed.
24. A club charge of \$25.00 will be applied to all NSF cheques. After the 1st NSF cheque, membership will be suspended. When cheque, Club charge, and bank charges are paid, membership will be re-instated, but all further money transactions will be strictly cash or certified cheque for the rest of the Club year.