

# ANCASTER SADDLE CLUB

## Constitution

### Name:

The name of the Club shall be The Ancaster Saddle Club.

### Goals and Objectives:

- To promote horsemanship and establish, maintain and conduct a riding club. To promote among members of the Club and others an interest in horses, ponies, horse showing and similar operations and to do so in a safe and professional manner.
- To rent or acquire use of land to be used as show grounds for said Club through arrangements as set out and agreed to by the Board of Directors.
- The Club shall be carried on without purpose of gain for its members and any profits or other gains to the Club shall be used solely in promoting its objectives.
- To accept sponsorships, grants, donations, gifts, legacies and bequests in order to promote the objectives of the Club.

## Board of Directors

There will be an Annual General Members meeting held during the first quarter of each year at which time the election of the Board of Directors will take place.

The Board will consist of eight (8) Directors to be elected by the membership plus two (2) Advisory Directors picked by the Board. The Executive Board will be elected from within the eight (8) Board members and shall serve a two (2) year term. The remaining four (4) Board Members will serve a one (1) year term. Five (5) Directors make up a quorum to deal with the business of the Club.

The Board of Directors shall be responsible for the management of the business and affairs of the Club. They may by resolution make, amend or repeal any By-laws that regulate the business or affairs of the Club and may prescribe such rules and regulation inconsistent with this constitution and any other by-laws relating to the management and operation of the Club as they deem necessary.

Board members must be 18 years of age or older and a member of the Ancaster Saddle Club.

Members cannot be elected to the Board unless they are present at the Annual meeting of elections.

The Board shall be the governing body of the Ancaster Saddle Club and shall rule on any matters brought before them.

Board members will receive a gratuitous membership to the Ancaster Saddle Club while serving on the Board of Directors.

### **Executive Board Members**

The Executive of the Ancaster Saddle Club shall consist of the President, Vice-President, Treasurer, Secretary.

**President:** The President shall be the chief officer of the Club and shall preside at all meetings of the Board of Directors, Executive and General Membership. Duties also include giving reports at each meeting concerning the operation of the Club and is the representative of the Club at all public or official functions as required. He/She has the authority to negotiate verbal and written agreements but must bring them back to the Board of Directors for discussion and approval. He/She shall also be one of the four signing authorities for the Club. Any press releases shall be approved by the President before publication.

**Vice-President:** The Vice-President shall in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon them by the Board of Directors. He/She shall also be one of the four signing authorities for the Club. If the President vacates his/her position, the Vice-President shall automatically assume the Presidency for the remainder of that term.

**Treasurer:** The Treasurer shall attend all meetings of the Board of Directors and Executive. He/She shall be responsible for all Club funds and keeping an up to date financial record of all transactions of monies deposited or withdrawn for the Club and will present a financial report at all meetings. He/She shall present a complete financial statement from January to December of the previous year at the annual General meeting. He/She will be one of the four signing authorities for the Club.

**Secretary:** The Secretary shall attend all meetings of the Board of Directors, Executive and General Membership, keep a record and maintain up to date minutes of those meetings. He/She shall maintain a roll of names, addresses and telephone numbers of members of the Board of Directors.

He/She shall also be responsible for all correspondence of the Club and may perform other duties from time to time as may be requested. He/She will be one of the four signing authorities for the Club.

Immediate Past President: All officers except the Immediate Past President shall be elected by the Board of Directors. The Past President will not have a vote and will be an advisory to the Board.

### **Duties and Responsibilities**

1. The Board of Directors meetings are to be called at the discretion of the President or any three members of the Board.
2. The Board of Directors shall set the list of classes each year.
3. The Board of Directors shall be in charge of securing Judges for the shows. The Judges' fees will be at the discretion of the Board.
4. The Board has the right to revoke membership but must show just cause.
5. The affairs of the Club shall be conducted in accordance with generally accepted sound business practice. The Board agrees to abide by and uphold the Constitution and By-laws of the Ancaster Saddle Club. Any Director found guilty of any wrong doing that is harmful or detrimental to the Club and/or its membership shall be subject to disciplinary action which will be determined by the Board.
6. The Constitution and By-laws will be interpreted by the Board of Directors.
7. The Board will ensure that a Show Manager be appointed at each show to handle all complaints. All volunteers must direct such complaints to the show manager to be dealt with. The Board will not be held liable for the actions of its volunteer members.

### **Indemnification of Directors**

The Club will indemnify all directors and officers and their heirs to the maximum extent permitted. This includes maintaining adequate liability insurance. Liability insurance will also be maintained for its volunteers for injury and property damage. It is recommended that members join the Ontario Equestrian Federation for an additional liability insurance of \$5,000,000

**Removal of a Board Member**

The Board can recommend removal of a director if the director

- is absent from three consecutive Board meetings without proper excuse or regrets (regrets must be given by a phone call to a Board member.)
- has not carried out the responsibilities of a director
- has broken the confidentiality rules.

**Vacancy**

If a vacancy occurs, the Board may appoint a qualified person to fill the vacant position until the next election.

A Director can resign with written notice delivered to the President.

**Membership**

1. Membership fees are due January 1 of each year and expire December 31 of that same year. Membership fees will be as follows:

Family Membership:	\$ 30.00 (Immediate Family Only)
Youth Membership:	\$ 10.00
Adult Membership:	\$ 15.00

2. Memberships must be purchased before any Club show in order for points to count.
3. In order to vote or hold office, you must be a paid up member in the prior year.
4. Family Memberships are for those immediate family members residing at the same address.
5. Adult Memberships apply to a member 19 (nineteen) years of age or older as of January 1<sup>st</sup> of the current year.
6. Youth Memberships apply to a member 18 (eighteen) years of age or under as of January 1<sup>st</sup> of the current year.

**Meetings:**

1. A general membership meeting will be held in the 1<sup>st</sup> quarter of the year at which time the election of directors will take place and complete financial report given.
2. General membership meetings and meeting place will be set by the Board of Directors and made known to all members.
3. Only paid up members that are 18 years of age and over as of January 1<sup>st</sup> have the right to vote at a general meeting and hold office.
4. Only members who are present at the meeting can vote. Members cannot appoint someone else to vote for them.
5. The minutes from the Board of Directors, Executive and General Membership meetings are to be kept in a proper minutes book and signed by the Secretary when read and adopted.
6. The current edition of “Roberts Rules of Order” shall be used as a final reference for all disputes regarding proper parliamentary procedures.

**Financial:**

1. The cash books are to be audited at the end of the calendar year by any two (2) members of the Club not on the Board of Directors for that current year. They will be appointed by the Board of Directors.
2. A financial report for the Club will be given at each general meeting.
3. All cheques issued on behalf of the Club must be signed by any two of the following signing authorities: President, Vice-President, Secretary or Treasurer. (Secretary/Treasurer if the position is combined.)
4. All monies spent with the exception of one hundred dollars (\$ 100.00) for supplies and up to three hundred dollars (\$300.00) per Judge for horse shows must be approved by the Board of Directors.

**General:**

1. The Club shall be governed by Western Horse Association and Canadian Equestrian Federation rules at all established point shows for the Club. The Western/Games classes will be governed by Western Horse Association rules and the English classes will be governed by the Canadian Equestrian Federation rules. In the event of inclement weather, dress rules will be left up to the discretion of the Judge. The Club shall go by the Western Horse Association and Canadian Equestrian Federation rules when a ruling in our own Constitution or By-laws is absent.
2. In order to change the Constitution or part of the Constitution or By-law(s), a member shall notify the Secretary in writing, signed and submitted at least one week prior to a general meeting. The letter, in the form of a motion will be read aloud and discussed at the general meeting. It will then be printed in the newsletter following that meeting and at the next general meeting will be read again and voted on for the last time.
3. In the event of a grievance or complaint, it must be in writing, signed and submitted to any member of the Board of Directors accompanied by a twenty-five (\$25.00) cash deposit. The Grievance Committee will rule on the grievance or complaint and if ruled invalid, the \$ 25.00 deposit will become part of the Club's funds. If ruled valid, the \$ 25.00 deposit will be returned to the complainant. A grievance must be given within 24 hours of the point in question.
4. Voting at all of the Board of Directors, Executive and General meetings shall be by show of hands or secret ballot. A declaration by the President that the resolution has been carried or defeated and an entry to that effect in the minutes shall be sufficient evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such a resolution, unless a recorded vote is requested.