

# STRATHCONA PONY CLUB

## BYLAWS OF THE STRATHCONA PONY CLUB

### ARTICLE I NAME

Section 1. The name of the Society is the Strathcona Pony Club.

### ARTICLE II INTERPRETATION

Section 1. In these Bylaws, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice-versa and reference to persons shall include firms and corporations.

### ARTICLE III MEMBERSHIP

Section 1. There shall be two classes of memberships, namely Honorary Membership and Ordinary Membership (Regular & Affiliate).

**Honorary Membership:** Any member for valuable services rendered to the Club, may be nominated for an Honorary membership. Such nomination shall be made in writing to the Executive and shall state the name of the nominee, the reasons for nomination, and shall be signed by five (5) ordinary members in good standing. Upon approval by the membership, the nominee will be presented with a membership card. Honorary members shall be entitled to all privileges of ordinary membership with the exception of voting privileges and holding of Executive position, and shall not be required to pay dues.

**Ordinary Membership:** Ordinary members shall be entitled to vote at all General and Special meetings. They shall pay annual membership dues in accordance with provisions of the Club.

- Section 2. Any ordinary member shall be deemed to be in good standing when he has paid his current membership dues, CPC & AEF, attended 60% of meetings and worked the fund raising events (casino plus the ARAS Lobster Dinner), both of which are mandatory ( one worker/ each child-member). Any member paying the current membership dues, any subscription or indebtedness to the club, but not fulfilling the above obligations, shall be considered a member but shall not receive benefits of members in good standing (i.e. subsidized camp fees, lessons, etc.).
- Section 3. Riders must attend 60% of winter theory classes in order to participate in summer lessons and other CPC events.
- Section 4. The annual membership fee shall be set by the Regional Pony Club and collected by the Strathcona Pony Club, all of which is then forwarded to the Regional Pony Club.
- Section 5. All memberships, including honorary, shall run from November 1st of one year to October 31 of the following year. There shall be no discounts for members joining during the year.
- Section 6. A member may withdraw from the Club by tendering his written resignation to any Executive member.
- Section 7. The Club shall have the power by a ballot vote of three fourths of the members present at a meeting called for that purpose, to expel or suspend any member whose conduct shall have been determined by the Club to be improper, unbecoming, likely to endanger the interest or reputation of the Club or who wilfully commits a breach of the Rules of Conduct (attached) or Bylaws.
- Section 8. Any Member who resigns, withdraws, or is expelled from the Club shall forthwith forfeit all rights, claims and interests arising from or associated with membership in the Club.
- Section 9. Upon dissolution of the Club and after payment of all debt and liabilities the remaining property of the Club shall be distributed or disposed of to any Canadian organization the objects of which are beneficial to the community, in the sole discretion of the Club.

#### **ARTICLE IV EXECUTIVE**

- Section 1. The affairs of the Club shall be managed by an Executive of seven members each of whom at the time of election and during his term of office shall be a member of the Club and receive no remuneration.
- Section 2. There shall be a District Commissioner (DC), Assistant District Commissioner (ADC), a secretary, a Treasurer, a Lesson Coordinator, a Fundraising Coordinator, and a Education/Theory Chair ( Field Trip Coordinator).

- Section 3. The term of office shall run for a period of two years commencing with the first General meeting following elections and ending with the last General meeting at the end of the two year term.
- Section 4. A member may not hold the same office for more than two consecutive years excepting the position of DC who may not hold office for more than two consecutive terms.
- Section 5. Election of Executive:
- a. The election of the Executive members will be held at the last general meeting in October each year.
  - b. Candidates for Executive Offices shall be nominated from the membership at large. Candidates shall have been a member for one year immediately prior.
  - c. No person may be nominated in absentia unless the nominee has given his consent in writing.
  - d. Voting to be by secret ballot.
  - e. If there is only one nominee, that candidate shall be elected by acclamation.
- Section 6. Officers may be relieved of their position by at least two thirds of the votes cast at a General meeting providing that written notice specifying the intention to do so has been received at least 10 days prior to the meeting. The membership may then elect another member to fill that position for the remainder of the term except that in the event that the DC of the Club is relieved of his duties, the position must be filled from within the Executive or from past Executive, and an election shall be held to fill the vacant position in accordance with Article IV, Section 8.
- Section 7. Any officer may retire from his office upon giving 10 days notice of his intention in writing to the DC or Secretary.
- Section 8. Except as provided for in Section 6 with regard to the DC, if any member of the Executive should resign, absent himself for 3 consecutive meetings without notifying the Secretary or arranging for a substitute, be suspended or expelled or upon death the membership may elect another member to fill his position at a General meeting or a special meeting called for this purpose.
- Section 9. Duties of Executive Officers:
- a. District Commissioner: Shall when present preside at all meetings of the Club. He shall also be charged with the general management and supervision of the affairs and operation of the Club and shall be a member of all committee ex-officio. The DC with another Executive member shall sign all resolutions.

- b. Assistant District Commissioner: Shall serve as an advisor to the incumbent executive so that continuity is maintained with regard to the affairs of the Club. Shall sit in place of and fill the duties of a chairperson in the absence of the DC.
- c. Secretary: Shall attempt to attend all General meetings and Executive meetings of the Club and record all facts and minutes of all proceedings in the books kept for that purpose. The Secretary shall conduct all Club correspondence, including any new letters and news submissions to publications. The Secretary shall sit in place of and fill duties of a Chairperson in the absence of the DC and ADC.
- d. Treasurer: Shall keep full and accurate accounts of all receipts and disbursements of the Club in proper books of account for the purpose and shall deposit promptly all monies in the name of the Club and to the credit of the Club in such bank or financial institution as may be decided upon from time to time by the Executive. He shall, whenever required of him, render an account of all his transactions as Treasurer and the financial position of the Club. All disbursements made on behalf of the Club must be by cheque with the approval of the Executive. Books may be inspected by any member at any General Meeting.
- e. Fundraising Chairperson: Shall be responsible for the investigation, planning and implementation of fundraising activities for the Club and shall organize and oversee all social events. Activities must be approved by the Executive.
- f. Education/Theory Chair (Field Trip/Clinic Coordinator): Shall be responsible for the panning, organization and scheduling of all riding events of the Club. Activities must be approved by the Executive.

**ARTICLE V MEETINGS**

- Section 1. Meetings shall be held monthly, at such time as may be designated by the Executive from time to time.
- Section 2. General meetings are open to all current members of the Club. Each member shall be entitled to one vote. 20% of members, present at a General meeting, shall constitute a quorum.
- Section 3. Executive meetings shall include all Executive members. Members at large may attend Executive meetings to express their opinions but may not vote. Four Executive members shall constitute a quorum.
- Section 4. Special General meetings of the Club may be called at any time but notice of such meetings shall state the business for which the meeting is called. No other business than that for which the meeting was called shall be conducted. A written notice of the time, place and purpose of such meeting shall be sent to each current member at least 7 days before the time fixed for the meeting. At any special meeting, a quorum shall consist of 25% of the members, present in person.

Section 5. Notice of time and place of General meetings shall be by notifying each current member at the beginning of each operating year by means of a listing of such meetings or by telephone by an Executive by an Executive member or person designated by the Executive as phoning committee at least 72 hours prior to the meeting time.

Section 6. There shall be one Executive meeting held between the old and new Executive after elections each year.

## **ARTICLE VI CONDUCT OF BUSINESS**

Section 1. Votes at General meetings: At all Special and General meetings of the Club, each member shall have only one vote per motion. The DC or Chairperson shall have a casting vote which shall be used only in the case of a tie. No proxy votes shall be allowed.

Section 2. Votes at Executive Meetings: At all Special or scheduled meetings of the Executive, each Executive shall have one vote per motion. The DC of Chairperson shall have a casting vote which shall be used only it he case of a tie. No proxy votes shall be allowed.

Section 3. Unless otherwise required by theses Bylaws or the Societies Act, Robert's Rules of Order will Govern all meetings.

Section 4. Order of Business: The following items of business must be covered when conducting a General meeting or a scheduled Executive meeting:

- a. Minutes of last meeting
  - reading & approval
  - business arising
- b. Treasurer's Report
- c. Addition to Agenda
- d. Old Business
- e. Executive/ Committee Reports
- f. New Business
- g. Announcements of next meeting and events

## **ARTICLE VII FUNDS**

Section 1. All cheques are to be signed by both DC and Treasurer

**ARTICLE VIII    AUDIT AND AUDITORS**

Section 1.        The books, accounts and records of the Treasurer shall be audited at least once every fiscal year by a duly qualified accountant, or by at least two members at large of the Club, appointed for that purpose at a General meeting.

**ARTICLE IX        MANNER OF MAKING AND RESCINDING BYLAWS**

Section 1.        The Bylaws of the Club may be amended, altered or added to in the following manner:

The proposed change must be presented as a Special Resolution passed by a majority of not less than three fourths of such members entitled to vote as are present, in person, at a General meeting of which one month's written notice specifying the intention to propose the resolution as a special resolution has duly been given.