

# **POWELL RIVER TRAIL RIDERS**

## **CONSTITUTION & BYLAWS**

### **GENERAL RULES & POLICIES**

**ADOPTED April 7, 2008**

**AMENDED Feb 20017**

#### **CONSTITUTION**

##### **Name**

**1. The name of the Club is: POWELL RIVER TRAIL RIDERS CLUB**

- a) Whereas the expression “Trail Riders” or “Club” occurs in this constitution and bylaws, it means the “POWELL RIVER TRAIL RIDERS.”**

#### **OBJECTIVES**

**1. The aims and objectives of the Club are:**

- a) To promote interest in horses and horsemanship among the people in the vicinity of Powell River.**
- b) To promote and develop good fellowship among horse enthusiasts of this community.**
- c) To obtain the maximum enjoyment and benefit out of riding and training of horses.**
- d) To promote understanding of horses and their proper care.**

#### **OPERATIONAL AREA**

**The operation of the club is to be chiefly carried on in the general are of Powell River in British Columbia.**

## **BY-LAWS**

### **Members**

**1. The applications for membership are to be entered under one of the following categories:**

- a. Single Membership – one person membership, must be 12 years of age and over**
- b. Application for membership under 12 years of age must include a family adult membership and or adult club member's sponsorship.**
- c. Family membership – two persons of more from one family, one being a parent may constitute a family membership, or two adults or parent guardians.**
- d. Associate membership – member will not be riding, driving or otherwise handling horses, mules, or donkeys at any Powell River Trail Riders hosted or sponsored event on facility or off facility. These members will not be required to have Horse Council British Columbia Membership.**

### **Horse Council**

**2. All participating members who ride, drive or otherwise handle horses, mules or donkeys at any Powell River Trail Riders hosted or sponsored events, on facility or off facility are required to have current Horse Council British Columbia Membership. All applications for participating members must have current Horse Council British Columbia Membership number entered on the application form.**

**Associate members (non participating members), non riding, non horse handling membership applicants will not be required to have Horse Council British Columbia Membership. Non riding/ non horse handling members may not ride, drive or otherwise handle horses, mules or donkeys at any Powell River Trail Riders hosted or sponsored events, on facility or off facility.**

## **Voting**

- 3. Each member of the Club shall have one vote at all meetings provided he/she is a member in good standing.**
- 4. Any member who resigns, withdraws or is expelled from the Club shall forfeit all rights, claims and interests arising from or associated with membership in the Club.**

## **Fees, Dues, Rentals and Assessment**

- 5. The annual dues, rentals and assessments shall be determined by the Executive Committee and subject to approval of a General Meeting of the Club.**
  - a. Annual dues shall be due and payable at the Annual Meeting.**
  - b. When a person or family applies to join the Club they shall pay the annual membership fee or such amount as may be set by the Executive Committee.**
  - c. The Executive Committee may permit fee reductions, ie as in a membership drive or early registration.**

## **Officers**

- 6.**
  - a. The Officers of the Club shall be:**
    - President**
    - Vice-President**
    - Secretary**
    - Treasurer**
    - Immediate Past President**

**Duties as follows and as covered by Roberts Rules of Order, 75<sup>th</sup> Edition: President – shall be chief officer of the Club. He/she shall preside at all meetings, enforce the constitution and By-Laws and otherwise cover all the duties expected of this office.**

**Vice President – shall perform all the duties of the President in his/her absence and assist the President in the discharge of his/her duties. Secretary – shall conduct all correspondence, keep minutes and other records as required or duties assigned by the Executive.**

**Treasurer – shall keep an accounting of all funds and prepare statements and other such documents as required by the Executive. Immediate Past President – to act as an overseer and advise the Executive when needed.**

- b. The President, Secretary and Treasurer shall be the signing officers of the Club for routine business. Any two (2) signatures to be valid.**

### **Executive**

#### **7. The Executive of the Club shall consist of the Officers and the Committee Chairpersons.**

- a. If any member of the Executive shall resign his/her office or without reasonable excuse absent himself/herself from three or more consecutive meetings or be suspended or expelled from the Club, the Executive Committee shall declare his/her office vacated and may appoint a successor in his/her place to hold office until the next Annual General Meeting.**
- b. The Executive Officers shall have and exercise all powers of the Club as fully and completely as the Club could in General Meeting, subject always to the provisions of the Societies Act, and subject to the approval of the General Meeting of the Club.**
- c. A resolution in writing signed by three-fifths of the Officers personally, shall be valid and effective as if it had been passed at a meeting of the Executive Committee, duly called and constituted.**

### **Committees**

#### **8.**

- a. Committees shall be formed as needed.**
- b. Each Committee shall have a Chairman. Committee meetings can be held at any time at the call of the Committee Chairman. A report shall be presented on each committee meeting to the next General meeting.**
- c. All Committees are required to submit an Annual Report to the Annual General Meeting in writing.**

### **Term of Office**

#### **9.**

- a. Term of office shall be one year.**
- b. Election of officers and election or appointment of Committee Chairpersons shall be at the Annual General Meeting.**

## Nomination

10.

- a. There shall be a Nomination Committee consisting of three members appointed by the President with the approval of the Executive, at least 10 weeks prior to the Annual General Meeting.
- b. It shall be the duty of the Nominating Committee to place in nomination with the consent of each of the nominees, at least one candidate for each vacancy to be filled.
- c. A list of nominations made by the Committee shall be made available to each member of the Club prior to the date of the Annual General Meeting at the discretion of the Nominating Committee.
- d. Nominations may be made from the floor of the Annual General Meeting. However, it is to be requisite that persons so nominated shall consent and indicate willingness to stand for the office nominated for at the time of the meeting or in writing.
- e. Only persons as have been properly nominated as herein provided are eligible for election.

## Meetings

11. Meetings shall be as follows:

- a. Annual Meeting – An Annual Meeting will be held the first Monday of January except where the Monday falls on a holiday weekend and will then be held on the second Monday of the month.
- b. General Meetings will be held once a month on the first Monday of the month except where the Monday falls on a holiday weekend and will then be held on the second Monday of the month.
- c. Special Meetings – Special Meetings may be held at any time at the call of the President with the approval of the Executive.
- d. Quorum – A quorum of all meetings except Executive and Committee meetings shall be SIX MEMBERS of the paid up membership – 12 years of age and over.

## Documents

12. Deeds, transfers, licenses, contracts and engagements on behalf of the Club shall be signed by either President and Secretary or other such appointed officers on order

of the Executive Committee. Contracts in the ordinary course of the Club's operation shall be entered into the Executive subject to the approval of a General Meeting of the Club.

### **Audits**

13. The Executive shall have the books of the Club audited at least once a year.

### **Alterations of the By-Laws**

14.

- a. By-Laws may be amended by a two-thirds affirmative vote of the paidup members present at the meeting.
- b. Notice of amendments of the By-Laws must be made to all members a minimum of one week prior to the meeting on which voting on the amendment is to take place.

### **Books and Records**

15. The books and records of the Club may be inspected by application to the Executive from two or more members at any reasonable time at the Club premises.

### **Fiscal Year**

16. A) The Fiscal year of the Club shall be Calendar Year.

### **Order of Business**

17.

- a. **At General and Executive Meetings**
  1. Minutes of previous meetings
  2. Unfinished business
  3. Correspondence
  4. Treasurer and Committee reports
  5. New Business

- 6. Other
      - 7. Adjournment
    - b. At Special Meetings
      - 1. Matters arising out of such notice.
      - 2. Adjournment.
    - c. At the Annual General Meeting
      - 1. Minutes of the last Annual Meeting
      - 2. Business arising out of the minutes
      - 3. Reports of the Officers
      - 4. Reports of the Committees
      - 5. New Business
      - 6. Election of Officers

**18. Roberts Rules of Parliamentary Procedure shall be the reference for the conduct of business.**

**Adopted April 7, 2008**

**Registered , 2008**