

**THE SOUTH OKANAGAN HORSE ASSOCIATION  
CONSTITUTION & BYLAWS**

**April 8, 2008**

**ARTICLE I**

**Name**

SECTION I. The name of the Society is SOUTH OKANAGAN HORSE ASSOCIATION, the official abbreviation shall be S.O.H.A. hereinafter referred to as the Association.

**ARTICLE II**

**Purpose**

SECTION I. The purpose of this non-profit Association shall be to promote equine activities through horse shows, trail rides and other events; and

- a) To organize instructional meetings, lectures and competitive events and other activities;
- b) To promote education and safety in the care, handling and enjoyment of horses and ponies;
- c) To initiate and coordinate horse-related programs for youth;
- d) To encourage riding as a sport and recreation, to promote good fellowship amongst riders and to improve and maintain the standard of riding, horsemanship and sportsmanship;
- e) To represent, promote and advance all equine and equestrian interests in the South Okanagan;
- f) To be affiliated with Horse Council B.C. which is the Provincial body for Equine Canada and to support and cooperate with recognized equine organizations and other clubs with similar purposes;
- g) To support and encourage equestrian sports in the spirit of friendly competition;
- h) To create an opportunity where horsemen and horsewomen can share their knowledge and skills in a non-judgmental environment.
- i) To apply for all lawful and necessary grants and aid to assist the Association in furthering its purposes;
- j) To seek support from and work cooperatively with organizations, agencies, groups and individuals having aims and objectives which are consistent with those of the association;
- k) For the purposes aforesaid, to enter into contracts with any person, persons, society or corporation, municipal or other authorities;
- l) For the purposes aforesaid, to raise funds by appeals to the public and by organizing and carrying out such programs for raising funds as the Association may determine and which by law are permitted to be held, and to that end, to enter into contracts with any person, corporation, municipal or other authorities or government;
- m) To assist in the acquisition of land and buildings in the South Okanagan, by way of rent, lease or purchase, necessary to provide permanent headquarters and grounds for the aforementioned activities of the association;
- n) To operate as a charitable organization and to receive charitable donations in support of the purposes of the association by way of cash, services, properties or otherwise.

**ARTICLE III**

**Membership and Dues**

SECTION I. Membership: Membership shall be open to all persons who subscribe to the aims of the association, abide by the Constitution & Bylaws of the association, and assist in furthering the Purposes of the association.

- a) Individual Members – all persons 19 years of age or older, these members are entitled to one vote;
- b) Individual Junior Members – all persons 18 years of age and under, these members are not entitled to vote;
- c) Family Membership – interpreted to be a joint membership of husband and wife 19 years of age or older, each entitled to a separate vote and family members 18 years and younger but are not entitled to vote;
- d) Every member shall uphold the constitution and comply with these bylaws and the rules and regulations of the association;

- e) Any member joining the association between January and October shall pay the full membership for that year but membership paid after November 1<sup>st</sup> are to be considered paid for those two months and shall be deemed to cover the ensuing year;
- f) All members shall have equal rights. Only one vote per adult member in good standing shall be legal. In no case may a person be entitled to vote whose membership dues are unpaid.
- g) All members are in good standing except a member who has failed to pay his or her current annual membership or any other subscription or debt due and owing by the member to the association and the member is not in good standing so long as the debt remains unpaid;
- h) Annual membership dues shall be determined at the annual general meeting of the association;
- i) All dues and membership application forms are to be submitted to the Treasurer;
- j) The annual dues shall be due on a calendar year basis. Annual dues become due and payable on January 1<sup>st</sup>, of the year of membership. Members not paid in full by March 1<sup>st</sup>, will be declared delinquent and removed from the good standing membership roster. Members declared delinquent shall not be permitted to vote or participate in the association business.

**SECTION II Termination of Membership – membership may be terminated:**

- a) by resignation. Any member in good standing may resign from the association upon written notice to the Secretary, but no member may resign when in debt to the association. Dues obligations are considered a debt to the association and they become incurred on the first date of each fiscal year.
- b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year.
- c) by death. Membership will be terminated upon the death of the member.
- d) on having been a member not in good standing for 12 consecutive months.

**ARTICLE IV  
Officers and Directors**

**SECTION I.** The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer and seven Directors.

**SECTION II.** The Association's officers, consisting of the President, Vice President, Secretary and Treasurer shall serve in their respective capacities both with regard to the Association's meetings and the Board meetings. Duties are as follows:

- a) the President shall:
  - 1. be the chief executive officer of the Association and shall supervise the other officers in the execution of their duties
  - 2. preside at all meetings of the Association
  - 3. does not vote except to break a tie
- b) the Vice-President shall:
  - 1. carry out the duties of the President during his/her absence, incapacity, resignation or death.
  - 2. shall also be expected to perform such other duties as assistant to the President as may be assigned to him/her.
- c) the Secretary shall:
  - 1. records minutes of all meetings of the Association, keeps and maintains them
  - 2. forwards copies of all meetings to the Board of Directors within one week of the meeting and provides copies at the monthly meeting
  - 3. issue notices of all meetings of the Association
  - 4. keeps and maintains list of current and past members
  - 5. conducts (receives and replies to) and maintains all correspondence of the Association
  - 6. keeps and maintains committee reports on shows, clinics, etc.
  - 7. keeps and maintains all other records and documents of the Association
  - 8. keeps and maintains Tote Box of equipment
  - 9. advertise the Association's events in the local newspapers
  - 10. have custody of all minutes, records and documents of the Association except those required to be kept by the Treasurer

d) the Treasurer shall:

1. keep the financial records, including books of account
2. pay association expenses or reimburse members for association expenses paid
3. ensure all payables and receivables be handled dual custody; no monies to be handled at any time by only one volunteer, member or Board member; financial transactions to be endorsed by two people
4. render financial reports at the monthly meetings
5. render financial statements at the annual general meeting
6. keep and maintain financial reports on events sponsored by the Association
7. give one annual financial report at the January monthly meeting

### SECTION III. Vacancies

Any vacancies occurring on the Board during the year shall be filled until the next election for that position by a majority vote of all of the then members of the Board, except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

### SECTION IV. Volunteer Positions which are not elected:

Publicity Chairperson – this includes advertising in horse magazines and sending in event results to newspapers and magazines.

Social Chairperson – organizes get togethers without your horse, i.e. barbeques, year-end awards banquet.

Sportsmanship Award Chairperson – is present at all shows and chooses the deserving person for year-end award.

Ribbons and Awards Chairperson – orders ribbons for all club events, maintains and keeps supply ribbons, orders awards for year-end awards.

Photos/Scrapbook Chairperson – maintains scrapbook, call members for pictures, takes pictures at Association's events.

## ARTICLE V

### Election of Officers and Directors

#### SECTION I. Elections

The election of officers and directors will be conducted at the annual general meeting in November. Proxy voting or assignment of one's vote to another person to vote in his/her absence is not allowed. Only adult members in good standing will be permitted to vote.

#### SECTION II. Term of Office

Officers and Directors shall serve for a term of one year from January to December following the annual general meeting.

## ARTICLE VI

### Committees

SECTION I. The Board may appoint standing committees to advance the work of the association in such matters as horse shows, trail rides, fund raisers, ribbons and trophies, annual prizes, clinics and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board.

SECTION II. Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The Board may appoint successors to those persons whose service has been terminated.

## ARTICLE VII

### Meetings

SECTION I. The annual general meeting (AGM) shall be held in November of each year. November is the month in which the election of new officers will be held, unless voted on a quorum to temporarily change the election date.

SECTION II. The regular monthly meeting shall be held on the second Tuesday of each month.

SECTION III. Special meetings shall be called by the President, Vice President or by any three members of the Board.

SECTION IV. Board of Directors meetings shall be called by the President, or by the Vice-President in the absence of the President.

SECTION V. Notice of the annual general meeting shall be officially published by the Secretary in the local newspaper one month prior to the meeting.

SECTION VI. The Board of Directors shall be able to conduct the club's activities by means of telephone, fax, email, letter correspondence, by the means of the Association's newsletter or any other means that the Board will determine from time to time as feasible.

SECTION VII. Quorum.

For the transaction of Association business at a regular monthly meeting, a quorum shall consist of any three board officers and three members in good standing. For the transaction of Association business at board of directors meetings, a quorum shall consist of fifty percent of the members of the board.

## **ARTICLE VIII Discipline**

SECTION I. Any member who is suspended from the privileges of Equine Canada, Horse Council BC or any other equine association automatically shall be suspended from the privileges of this association for a like period.

SECTION II. Charges

Any member or non member may allege that a member has acted in a manner prejudicial to the best interests of the association or has violated the Code of Ethics, written charges with specifications must be filed in duplicate with the Secretary. The Secretary shall promptly send a copy of the charges to each member of the Board of Directors and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Association or the Code of Ethics. If the Board considers the charges do not allege prejudicial conduct, it may refuse to entertain charges. If the Board entertains jurisdiction of the charges, the Secretary shall promptly send a copy of the charges to the accused member by registered mail together with a notice of hearing and an assurance that the defendant may, in defense, appear personally and bring witnesses, if desired, or the defendant may respond to the charge(s) in written form to be presented at the hearing.

SECTION III. Board of Director's Hearing

The Board shall have complete authority to decide whether counsel may attend the hearing but both complainant and defendant shall be treated uniformly in this regard. All proceedings and findings are privileged information and are not available to other members or to the public and all parties involved are sworn to absolute secrecy concerning the charge(s) and specifications. Should the charge(s) be sustained after hearing all the evidence and testimony the Board may, by written majority vote, impose a penalty upon the defendant, to include:

- 1) Letter of Reprimand, or
- 2) Letter of Censure, or
- 3) Suspension of membership for up to six (6) months, or
- 4) Expulsion.

The findings of the Board shall be put into written form and filed with the Secretary who, in turn, shall notify each of the parties of the decision or penalty, if any.

SECTION IV. The Board members who take part in the hearing shall not have been involved or have a vested interest in the proceedings or outcome.

**ARTICLE XI**  
**Amendments**

SECTION I. Any proposed amendment(s) to this Constitution may be submitted in writing at any regular monthly meeting of the Association. Such proposed amendment(s) must be signed by three members of the Association, in good standing, before being submitted to the meeting. The Secretary will read out loud the proposed amendment(s). After such notice, a copy of the proposed amendment(s) shall be sent by the secretary not less than fifteen days prior to the next meeting to each member with a notice of the next meeting, at which time the amendment(s) shall be re-read and discussed, then voted upon. It shall become a part of the Constitution only if passed by two-thirds of the eligible voting members present that are in good standing and voting at said meeting.

**ARTICLE X**  
**Dissolution**

SECTION I. A proposal to disband the Association must be voted upon by the members at either a special meeting or at the annual general meeting in November. A written notice of such proposal must be submitted to each member in good standing within thirty days of the special meeting, and thirty days in advance of the annual general meeting.

SECTION II. In the event of the dissolution of the Association, whether voluntary or involuntary or by operation of law, none of the property of the Association nor any proceeds thereof, nor any assets of the Association shall be distributed to any members.

SECTION III. After payment of debts of the Association, its property and assets shall be sold at full market value and arrangements will be made for all monies to be held in Trust until such time as the Association may wish to re-form.

SECTION IV. If after three years, the Association does not become active, arrangements will be made for all monies held in Trust to be distributed to such charitable organization or organization(s) having aims and objectives consistent with those of the Association. These provisions are unalterable.

**ARTICLE XI**  
**Code of Ethics**

SECTION I. Members will refrain from knowingly making unfair or untrue statements about the members or practices of others.

SECTION II. No member shall behave in a way which could bring the Association into disrepute. Good manners and sportsmanship should be exhibited at all times.

SECTION III. No private disputes should be voiced at any show, or other Association event, nor should support be sought from other exhibitors on matters which do no concern them.

**ARTICLE XII**  
**Awards**

SECTION I. Annual Awards: Member awards shall be given annually at the Year-End Awards Banquet which has been agreed upon at a regular monthly meeting.

- a) All awards shall only be given to members in good standing with the Association.
- b) The Secretary will submit the names of award winners to local magazines and newspapers with pictures and a short write up.

SECTION II. Points for awards will be tabulated during the year at shows.

**ARTICLE XIII**  
**Finance and Management**

SECTION I. Fiscal Year. The fiscal year-end of the Association shall be December 31.

SECTION II. Bank. The banking business of the Association shall be conducted at such financial institution as the Board may designate.

SECTION III. Signing Authority. The President, Vice President, Secretary and Treasurer shall have signing authority for all financial transactions conducted in the name of the Association. All such transactions shall require two signatures. Signing Authority signatures can only be one member living at same address.

SECTION IV. Non-Profit. The Association shall carry out its activities without purpose of gain for its members, and any profits generated by the Association shall be used solely to promote its purposes.