

North River Riders Horse Club Constitution 2017

The Club will be known as “North River Riders Horse Club” hereinafter referred to as NRR.

NRR has no approved headquarters and the business of the club will be conducted on or in a place convenient to the participating members & Executives.

NRR will:

1. Conduct horse shows, instructional seminars & other horse related activities in the best interest of its membership.
2. Accept donations and sponsorships towards the operations of the clubs shows and activities
3. Hold appropriate fundraising and events in order to continue the club operations and host an annual banquet and/or year-end awards for club members and friends.
4. Empower the club by obtaining assets through purchase, lease or sales of equipment, or purchase of property as necessary to continue the above mentioned objectives.
5. Encourage youth participation in all club activities.

The NRR constitution may only be changed by vote of the general membership and will not be subject to change without “notice of motion”. The “Notice of Motion” must be indicated in writing at least 7 days prior to the club secretary with the required amount of time. Thirty days is the time required to cancel or amend the constitution by proxy vote.

All current annual members have a single vote at AGM to appoint yearly Executive.

All current annual members 18 and over are eligible to sit on the Executive, if appointed by membership.

All current annual members have a single vote to implement changes to the constitution, if required.

Membership is open to all persons, runs from January 1st – December 31st of the same year, and may be purchased in the following formats

All Executive members will have a vote. (adopted Jan. 2016)

Any expenditure above \$250 needs the majority approval of the Executive. Email votes will be acceptable and Executive members have 24 hours to respond.. (adopted Jan. 2016)

Drill Team representative will hold an Executive position on the Board and will have the same rights and privileges of all other Executive members. (adopted Jan. 2016)

If an Executive member of Board holds two voting positions (eg. Drill Team and VP, Pres. And Publicity, Membership and VP), only one vote will be counted from that Exec. member. (adopted Jan. 2016)

Meetings must have more than 5 in attendance for a quorum

Meetings must have President or Vice President in attendance.

Members nominate and vote in the Executive Directors for the current year at the AGM. If positions remain unfilled current Executive members may appoint and/or fill outstanding positions from within.

Be advised that the following documents will be referred to as BYLAWS as they may be changed at the discretion of the Current Executive Directors : Membership, Rules, Divisions, Regulations and Roles of Executive Directors are fluid from year to year and may be changed at the discretion of the Current Executive Directors.

2017

The club follows WHAO rules and the club has the authority to make adjustments where necessary to accommodate club activities and shows, in the best of its membership.

Membership

Family - \$30.00

Family consists of two adults and two children 18 years of age or under as of January 1st of the current year.

Adult - \$20.00

A single membership for a person 19 years of age or older as of January 1st of the current year.

Youth \$10.00

A single membership for a person 18 year of age or younger as of January 1st of the current year.

Day Membership Events (Clinic)\$ 10.00

This is intended for any person youth or adult who wishes to attend a mounted event hosted by NRR but does not wish to become a member for the year.

Membership or Day passes are mandatory for all NRR events shows, and any affiliated event for insurance purposes

Day Membership Horse Show, Trail Rides and Parades \$ 5.00

This is intended for any person youth or adult who wishes to participate at a horse show, trail ride or parade hosted by NRR but does not wish to become a member for the year.

Anyone mounted at a NRR event MUST be a NRR member or you MUST have purchased a day or event pass.

Membership or Day passes are mandatory for all NRR events shows, trail rides, parades and any affiliated event for insurance purposes

There will be no refunds of membership dues unless there are extenuating circumstances , as determined by the current Executive.(eg. Death of member , death of mount, member has relocated/moved)

Show Rules 2017

- 1) In order to participate in a NRR event, you must obtain an annual membership or a day pass.
You may purchase your membership or pass at the horse show or event.
Day pass is \$5.00 per individual / Event pass is \$10.00 per individual.
- 2) Appropriate dress must be worn at all times.
Tack optional, either western or English attire is permitted. (ie.English tack with English attire, Wester tack Western attire)
Boots with a heel, long pants, jeans or breeches, collared buttoned shirt, helmet or cowboy hat.
Shirt must be buttoned.
- 3) All novice and riders under the age of 18 must wear a helmet. Helmet must meet current standards for equipment designed and manufactured for use while riding horses as established by American Society of Testing and Materials (ASTM), British Standard Institute (BSI) and European Safety Standards (ESS) while mounted at all times.
- 4) Points are accumulated by annual members only. The points are for horse and rider combination. Points are as follows:

| | |
|----------------------------|----------------------------|
| 1 st - 5 points | 3 rd - 3 points |
| 2 nd - 4 points | 4 th - 2 points |
| 5 th - 1 points | |
- 5) Exhibitors MUST attend 3 shows to qualify for top year end award. Exhibitors must also be a current annual member paid and in good standing.
- 6) Anyone mounted on the grounds MUST be a NRR member or you MUST have purchased a day or event pass.
- 7) Bats, crops, spurs, and overunders are to be permitted. Excessive spurring or cropping or any other abuse of the horse may bring disqualification at the discretion of the Executive, judge or games convener.
- 8) Use of abusive language, harassment of the Executive, members, volunteers, contestants or show officials, competing under the influence of drugs or alcohol (will result in disqualification and/ or membership may be revoked at the discretion of the Executive. Alcohol consumption is not permitted on show ground.
- 9) The Executive decisions are final. Any discourtesy to the convenor or other Executive Directors by a competitor, exhibitor, parent, guardian or coach, etc. ,may result in dismissal of individual.
“No Refunds”
- 10) Any complaints or concerns can be made in writing to the Executive and will be discussed at

the next Executive meeting. All complaints or concerns must be accompanied by \$10.00 administrative fee.

11) Check the Facebook page by 6AM day of show in case of inclement weather. Show can only be cancelled once started by vote of the present Executives. If show is cancelled once commenced, points will stand in the last fully run division within a class. If show is cancelled prior to starting the following show will be double pointed (if double entries are paid), If the October show is cancelled, it will not be rescheduled and points will stand as they are.

12) Speed Events Class List 2017 (not necessarily in order)

- | | |
|------------|----------|
| 1. Keyhole | 4. Dash |
| 2. Flag | 5. Poles |
| 3. Barrels | 6. Stake |

13) Riders have 60 seconds to get in pen and start pattern or you will be disqualified.

14) Exhibition horses must run at the end of the open division.
1 run per class and only if time permits. NO TIMES NO POINTS.
Runs must be signed in prior to show commencing. NO EXCEPTIONS.

15) If you are off pattern during your run, you can complete the pattern but you are not allowed to restart.

16) To qualify for a top year-end award you must have an annual membership and compete in a minimum of three horse shows to accumulate points.

17) That points will only be awarded to full members from purchase date of their membership. (ie. Standings awarded with Day Membership will not be counted toward year end awards)

18) That Exhibition runs will take place at the beginning of each class / **division** except for Jackpot. No time, no points.
Runs must be signed in prior to show commencing.

Show Divisions- 2017

Lead Line:

Open to exhibitors 7 years of age or younger as of January 1, of current year.

May not show in any other division.

The Lead Line contestants parents, coach or guardian must have contact with the Horse/Pony at all times by a rope attached to either the halter or bridle and must maintain control of the Horse/Pony.

The said Horse/Pony must cross the START line and the FINISH line before the handler or a NO time will be given.

Pee Wee:

Open to any exhibitors 12 years of age or under as of January 1, of current year

Youth:

Open to any exhibitors 18 years of age and under as of January 1, of current year

Open:

Open to all exhibitors

4D Definition- Fastest time of the day sets 1D.

1D Fastest Time

2D Fastest Time plus 5 second

3D Fastest Time plus 10 seconds

4D Fastest Time plus 15 seconds

Green Horse:

Is a horse in the first year of showing.

A green horse must have NO show record at any recognized association ie. OBRA, NBHA, AQHA, APHA etc.. OR a champion title in an affiliated club ie. Turn N Burn, Rambling Hills, Tottenham, NRR, etc.

If a show record is proven you will be bumped to the open division and all points will be forfeited.

Financial Issues

If the club receives a returned payment in the form of an NSF check, or a stop payment on a check from an event the following will occur:

If for any reason a stop payment is initiated NRR will place the member on a cash only list. For all future events that year NO points will be awarded for the event or show this payment for. A first NSF occurrence - the member will make full payment ASAP, plus cost of bank finance penalty (currently \$42.50). If there is a second NSF occurrence that person will be put on a cash only basis for the remainder of the year. If member does not bring account current by next show date at the latest, all points accumulated will be forfeited. Cash only list will be assessed annually by the current Executive

Executive Directors – Roles

Executive Directors will :

- Set regulations and rules
- Set dates and locations of events
- Arrange year end awards banquet
- Set fees for the year
- Handle members' formal complaints and concerns
- Reserve the right to revoke membership for behavior not becoming of the club.
- Reinforce that NRR has a zero tolerance to bullying, harassment, badgering or mistreatment of its members, Executive Directors, participants, judges volunteers and spectators. This will not be tolerated in or on any forum.

All Executive Directors work together to help create a supportive enthusiastic equestrian environment.

Everyone helps each other to meet the objectives of the club and support the membership and its agenda.

The position of President may only be held by a member who was a member in good standing in the previous year.

If more than one person runs for a position, they will be voted on by membership in attendance at AGM. Ballot votes will be used, if needed.

All Executive Directors must make an effort to be present at revenue generating events and shows.

Executive Directors are asked to assist with setup, operations and closing of horse shows, events, tack swaps, clinics, fundraising and fall fair operations.

All Executive Directors agree to attend scheduled meetings as arranged to fulfill components of their role and satisfy the required operations of the club.

Initial meeting to immediately follow AGM, at President's discretion.

Meetings may only be called by the President - meetings must have more than 5 in attendance for a quorum and must include the President and/or Vice President.

Executive Directors who fail to meet their obligations and/or miss more than three consecutive meetings may be removed from their position, their role may be absorbed by the current members or position may be filled at current Executive's discretion.

Email votes are valid when requested in efforts to improve efficiency of decisions. Executive Directors must respond with "Reply All" to ensure all information is disclosed. Votes are held only until a majority can either carry or deny a motion. All email votes will be documented at the next physical meeting of the Executive and recorded in the minutes for club records.

Executive Director Job Descriptions

President

- Calls Executive meetings
- Votes only to break a tie in Executive decision

- Sets tone of meeting
- Club spokesperson and figurehead for club
- Governs meetings
- Delegates tasks to Executive Directors, if required
- Resolves discrepancies
- Supports Executive Directors in roles and responsibilities per their committee
- Attends meetings and activities of the club when available
- Oversees club operations and makes final decisions with Executive Directors
- Senior admin on of Facebook page
- Communicates with the Executive Directors via emails when required and with members via Facebook and website.

Vice President

- Supports the agenda of the club
- Stands in place of the President when absent or unavailable
- Promotes the club
- Attends meeting and activities of the club
- Supports Executive Directors in roles and responsibilities per their committee
- Admin on Facebook page to assist when President unable
- Assists with communications to members through Facebook & website.

Treasurer

- Has financial responsibility and care of all banking, banking information and deposit books
- Collects, deposits and disburses funds as needed and in a timely manner
- Tracks delinquent accounts of members and/or affiliates
- Discloses bank balance at every meeting
- Provides the financial statement to the membership at the AGM
- May be available to take entries or fees at shows or events

Secretary

- Keeps documents of meeting minutes and club records
- Assists with clerical duties required for the club operations
- Assists with correspondence when required for club events and functions
- Circulates current agenda pre meetings to all Executive Directors

Membership

- Works to build membership
- Accepts memberships at shows and NRR events
- Keeps appropriate records of current membership with contact information
- Provides all Directors with a copy of current membership as required

- Works with members to motivate and assist with organizing volunteers
- Supports fundraising and provides assistance at events

Sponsorship / Publicity / Promotions

- Assist in acquiring sponsorships
- Organizes and tracks contact information of sponsors and donation amounts
- Establishes and creates contacts and follows up leads provided
- Communicates with sponsors to arrange pickup and/or delivery of donations
- Promotes the club through all and any forms of media (social or otherwise) (including Facebook, website, twitter, Instagram)
- Administrator of Facebook page
- Designs clothing / club items , as necessary, to promote club and assists with club unity
- Creates and produces and promotional flyers and pamphlets for club to create interest in club and its events
- Provides sponsorship appreciation to show recognition of club support.
- Maintains and organizes website and Facebook page updating information to members for shows , rides parades and events.

Banquet and Awards

- Proposes banquet locations, costs and set up arrangements (Kitchen Equip etc.)
- Arranges banquet location
- Decorates hall
- Designs and sets up staging area for awards
- Tracks points and standings following shows (receives time sheets from show convenor)
- Assist with tracking of times of classes if needed
- Chooses designs, organizes prizes and the awards
- Works with sponsorship to achieve above tasks
- Stays within the parameters of funds available provided by treasurer

Show Convener

- Proposes classes
- Works with Judge to assist with show communications
- Ensures pen is maintained (turned & dragged)
- Tracks times & tallies standings for ribbon disbursement at shows (sheets to Awards Director)
- Ensures water, power, grounds & porta potty are ready for shows and events
- Organizes volunteers & designates specific persons to set patterns & man gate
- Ensures ribbons are ordered and available for each show (with treasurer for monies)
- Ensures that class winners receive appropriate ribbons at the end of the show.

Trail Rides / Special Events

- Sets location of trail rides [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

- Promotes monitor and supervises trail rides
- Informs membership of details of parades themes, times, locations
- Organize parades, informs membership of themes, times, locations and dates, arranges for volunteers if needed
- Assists with organizing and set up of special events including but not limited to: dances, potlucks, fundraising, tack swaps, clinics, raffles, corn roasts, media events, social events and parades and trail rides.
- Ensures memberships, event or day passes have been completed.
- Communicates with Executives and treasurer to ensure recognition is given to venue provider as needed.

Drill Team Leader

- advertises and recruits (with the assistance of the Exec.) members of the drill team
- arranges practice and performance dates
- reports progress of team to Executive at meetings

Youth Advisor

- Promotes youth membership activities throughout the year
- Promotes the OSCYTT (Ontario Saddle Club Youth Team Tournament)
- Reports to Executive activities which are youth based