

North River Riders Horse Club

unincorporated non-profit organization

2022 Constitution

Article 1 Mission, mandate title, purpose and logo

1.1 Mission Statement

To provide access to, and increase participation and knowledge in equestrian sports and activities at all levels by ensuring a safe and fair environment for their enjoyment.

1.2 Mandate

To promote and maintain a volunteer run organization which provides a venue for all levels of equestrians to share their knowledge and improve their skills

1.3 Title

The title of the organization is North River Riders Horse Club, or NRR

1.4 Purpose

The purpose of the organization is to establish, operate and maintain a volunteer base that provides service to its members by way of competitions, events, instructional seminars and activities directly related to equine enthusiasts and in the best interest of its members. Funded primarily by hosting horse shows, clinics and tack swaps and also doing other promotional events such as parades, demonstrations and fairs. NRR will accept donations and sponsorship towards the operations of the above mentioned activities and conduct appropriate fundraising. NRR will empower the organization through the proper management of the equipment and assets owned.

1.5 Principal place of business

The principal place of business for North River Riders shall be determined by the board of directors of the organization.

1.6 Logo

The board of directors shall be in charge of the logo. The board of directors may authorize the use of the logo by appropriate individuals.

1.7 Constitution Changes

Changes to the constitution may only be made if there is a majority vote by the general membership to do so. To change the constitution there must be a notice of motion made by a member in good standing, in writing submitted to the secretary 7 days prior to the date the changes are to be implemented. The membership will have 30 days to vote to cancel or amend the constitution after the date of any changes.

1.8 All reasonable efforts will be made to hold an annual general meeting where the membership will be allowed to voice any concerns with the constitution or association.

Article 2 Membership

2.1 Active members

An active member is an individual who has paid in full the membership fee for the current calendar year either as an individual or part of a family membership.

2.1.1 An active member in good standing holds the following privileges

- to vote at elections and on a referendum
- to propose and second amendments to the rules and to the constitution

during the annual general meeting

- to nominate and second candidates for office
- to stand for election and to hold office
- to participate in all NRR events, and at regularly scheduled shows
- to be eligible for year end awards and titles

(providing 3 shows were attended)

2.1.2 Members must be in good standing to participate in NRR activities and have NRR privileges. To be in good standing a member must abide by the rules of NRR and have no outstanding financial obligations to NRR.

2.2 Honorary Members

Honorary members are individuals who are designated as such by a majority vote of the BOD. (See article 4 for definition of BOD) Such members are individuals who have served the club meritoriously and that the BOD deems worthy of such recognition. Honorary members do not pay annual membership fees but have active member privileges. Some honorary members may be designated as lifetime members with a membership granted to them by the club that never expires.

2.3 Termination of membership

Membership and all the privileges that are attached to it will be terminated if an individual behaves in a manner that the BOD determines is detrimental to the organization.

Upon such termination the membership fee will be returned on a prorated basis and all membership in other outlying groups and forums will also be terminated.

Article 3 Fees, Fiscal Activities and Obligations

3.1 Membership fees and day pass fees will be reviewed and published annually.

Any changes must be decided by a majority vote by the BOD

3.1.1 All membership fees or day pass fees must be paid in full prior to receiving privileges

3.1.2 Membership fees will be waived for honorary members

3.1.3 Membership fees valid for one year and are based on a 12 month calendar year.

3.1.4 Day passes are only valid for 24 hours on the day of the event they are purchased for.

3.2 Failure to pay membership fees or any other financial obligation to NRR will result in a loss of privileges and ineligibility to participate in any club activities

3.3 Day passes are available for those wishing to try the club without committing to a full annual membership. Day passes are only available once per calendar year. The second time the individual wishes to participate in a club event the amount of the first day pass will be applied to an annual membership. Any points acquired while competing with a day pass will not be included in year end totals

3.4 All members participating in club events must have a signed waiver for the current year on file with the club indemnifying the club from all suits and claims

- 3.5** All persons participating in NRR events must have their own insurance.
- 3.6** Any persons wishing to receive a refund of their membership fees must have it approved by the BOD.
- 3.7** Any expenditure above \$250 requires majority approval of the BOD. Email votes (within 24 hrs) will be accepted. (adopted Jan. 2016)
- 3.8** When fiscally possible, the BOD will budget for a Start up Working Capital to ensure sufficient funds to start another year-specifically funds to cover insurance and ribbon purchase. (Adopted Dec. 2017)

Article 4. Board of Directors or Executive

There shall be a board of directors BOD or group of members known as executive members elected annually to oversee and manage the operations of NRR. The Directors or executive of NRR shall work together to help create a supportive, enthusiastic equestrian environment. Everyone is expected to help each other to achieve the objectives of NRR and support its mission and its mandate. The executive will set regulations and rules, set dates and locations for events, arrange the year end banquet and AGM, set the fees for the year, address any complaints or concerns brought forth by the membership, have the power to terminate a membership and support an environment that has zero tolerance for bullying, harassment, badgering, or mistreatment of any member, director, participant, spectator, volunteer or judge

- 4.1** All executive or BOD members must make an effort to participate in all club activities, especially those that create revenue for the club.
- 4.2** All executive or BOD members must make an effort to attend scheduled meetings.
- 4.3** All executive or BOD members must make an effort to fulfil the obligations and duties that accompany the position they have agreed to.
- 4.4** The Executive or BOD will be nominated and/or voted into their position in the case of a tie every year at the AGM. Anyone nominating an executive or BOD must be a member in good standing.
- 4.5** All executives or BOD must be an honorary member or a member in good standing and over 18 years old. In the case of the President must have been a member in good standing the previous year.
- 4.6** Any executive member serving a second consecutive term with the club will receive an honorary membership for that calendar year.
- 4.7** The term of office for an executive or BOD shall be approximately one year. Duties are to begin immediately following appointment and continue until the next AGM.
- 4.8 a** If an executive or BOD wishes to resign their position they must notify the president in writing, at least 10 days prior to the effective date of their resignation. The remaining BOD will have the option to appoint a new member to fulfil the roll or to assume the responsibilities amongst themselves.
- 4.8 b** In the event that a position becomes vacant on the board after the Agm during the current year, all current members will be made aware of the vacancy and given the opportunity to fill the position
- 4.9** Any executive or BOD may be removed from office for conduct unbecoming to NRR only after a majority vote of the remaining BOD is made.
- 4.10** Executive or BOD members must be over 18 years
- 4.11** There is no age limit to serve on a committee

Article 5. Executive and BOD meetings and Duties

Only the president may call a meeting.

Meetings must be attended by at least half of the executive and the president (or vice president if the president is absent) to have a quorum. This would be the majority of the BOD

There will only be one AGM per year. The BOD is to provide the membership with no less than 2 weeks notice.

5.1 The executive or BOD will transact the operations of NRR in the best interest of the organization and its membership

5.2 The executive or BOD will be responsible for the proper care and handling of materials equipment and funds belonging to the organization

5.3 The executive or BOD will appoint standing or special committees as needed

5.4 The executive or BOD will be responsible for filling any vacancies on the board in the interim time between AGMs if required.

5.5 They will work together to determine amicable time and places for meetings and events

5.6 They will maintain and enforce NRR rules, missions and mandates and conduct themselves in a manner that is fitting of a representative of the NRR

5.7 Any executive that fails to meet the obligations of their position or misses more than 3 consecutive meetings may be removed from their position. Their role may be absorbed by the rest of the BOD or another member may be appointed by the BOD to fulfil the position.

5.8 Email votes will be accepted as long as "reply all" is used in the forum so that all information is disclosed. Votes only need to be accepted until a majority is reached to either carry or deny the motion.

5.9 Each executive member has a single vote. If the executive holds 2 positions on the board (ie sponsorship and membership) there is still only one vote allotted to that executive member (Adopted Jan. 2016)

6.0 The BOD will review, address and make any changes necessary to the constitution following the AGM. Members may put forth concerns no less than 14 days prior to the AGM if they are unable to attend. The BOD will post such concerns on the website and social media to allow voting by proxy if required no less than 7 days prior to the AGM.

6.1 The BOD will post a reminder for any member wanting to put forth a concern regarding the constitution 45 days prior to the AGM. Any member wishing to have their concern addressed at the AGM will have to submit their concerns in writing to the BOD no less than 30 days prior to the AGM.

6.2 No member of the club or the BOD is to receive any remuneration for volunteer hours without majority consent of the BOD

Article 6. Executive positions and their duties

The executive office shall have the following positions:

President

Club spokesperson and figurehead for NRR

Calls meetings

Votes to break ties, in accordance with the Roberts Rules for meetings

Chairs the meetings

Delegates tasks
Resolves discrepancies
Supports the BOD in all their roles and responsibilities
Attends and oversees meetings and activities
Oversees club's operations
Be one of three responsible for seeing that Rowans Law is followed
Senior admin on FB
Communicates with members and BOD through FB email website and PA when required

Vice President

Supports the agenda of NRR, its mission and its mandate
Stands in place of the president when the president is absent or unavailable
Promotes the club
Supports the BOD in all their roles and responsibilities
Available to admin FB if president is unavailable
Assists with communication to members and BOD through FB email website and PA when required
Be one of three responsible for seeing that Rowans Law is followed

Secretary

Creates and circulates the agenda prior to BOD meetings
Records the minutes for BOD meetings
Keeps the documents pertaining to the club's records
Assists with clerical duties when required
Assists with correspondence when required for club events and functions

Treasurer

Has financial responsibility and care for all banking, banking information and deposit books
Collects deposits and disperses funds in a timely manner where needed
Tracks delinquent accounts of members and / or affiliates
Provides a financial statement at AGM and when requested by the BOD
Discloses bank balance at every meeting
May attend shows or events to collect fees and assist where needed

Show Convenor

Proposes classes
Works with Judge and/or announcer 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.
Be one of three responsible for seeing that Rowans Law is followed

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

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

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

Trail Rides and special events

Sets location of trail rides
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 setting 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 the venue provider as needed.

Sponsorship

Acquires, establishes, organizes, and tracks sponsors and donations and presents them to the executive for approval.
Creates contacts and follows up leads provided
Communicates with sponsors to arrange pick up and/or delivery of donations
Actively promotes the club through all forms of Social Media
Arranges for recognition of sponsors at the end of the season

Drill Team

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

