

THE PORT COLBORNE SADDLE CLUB INC.

AMENDED CONSTITUTION 1979,1982,1986,1987,1991,1993,1994,2002

ARTICLES OF CONSTITUTION:

ARTICLE 1: NAME AND FORMATION

- SECTION 1** The name of the club shall be: “THE PORT COLBORNE SADDLE CLUB”. inaugurated 13th March 1974. Renamed “**THE PORT COLBORNE SADDLE CLUB INC.**” as of 29th, October 1987
- SECTION 2** The Club Executives and Directors shall be a democratically elected membership board by majority vote of those junior and senior club members present at Election Meetings.

ARTICLE 2: PRINCIPLES AND OBJECTIVES

- SECTION 1** To promote, further, and improve, equestrian sports within our general community, and to conduct horse shows and other related equestrian and/or social activities for the benefit and enjoyment of the club members as a whole. To accept and make welcome any equestrian from outside our community, member of otherwise, for active participation in show, competitions, and/or club sociability’s.
- SECTION 2** To provide a democratic organization of unified membership operating under the articles of Constitution and By-Laws. This is to ensure conduct of club affairs and functions to be principally directed towards to best interests of the club and its activities.
- SECTION 3** To encourage, develop and improve quality, standards and training in the care and treatment of horses of all breeds. To strive for, by free exchange of knowledge and skills, better horsemanship and equitation for our membership. To earnestly cultivate and maintain the highest standards of personal equestrian attire and proper behaviour at all times, in the true spirit of mutual respect and sportsmanship towards each other. To create a respectable public image and honorable appreciation of our membership and club.
- SECTION 4** To effect reasonable understanding within our club, to resolve or arbitrate any dispute, which may arise between members and/or elected club officials. To strive for unity of purpose and a sustained belief that loyalty and support of our elected executives, directors and appointed officers be considered of paramount importance in the progressive and successful development of our club.
- SECTION 5** To co-operate in spirit and deed with any and all other horse clubs in friendly and co-operative exchange of equestrian information to good mutual advantage. To affiliate and/or associate our club with any National organization that this clubs membership may deem, only by popular vote, to be beneficial to our clubs well-being and progress.

- SECTION 6** Without partiality to one or the other **WESTERN** or **ENGLISH** these competitive interests and **SKILLS** shall be fully encouraged, developed, and assisted without prejudice to any, for the common good of all, and solidarity and enhancement of our club.
- SECTION 7** That the membership shall not assume or impose upon the Executive unreasonable policies and decisions inconsistent to the generally accepted standards of club management to the detriment of Executive administration authority. That the Executives elected and appointed officials, conduct themselves at all times in a reciprocal manner totally consistent with the responsibilities of office, bearing **“TRUTH AND INTEGRITY”** in the conduct and administration of all our club affairs.
- SECTION 8** That it be conditional upon acceptance of membership to THE PORT COLBORNE SADDLE CLUB INC. that each and every member required upon request to contribute his/her share of voluntary assistance in furtherance of our activities. Club Executives, Director and Officials shall be responsible to call upon members or parents to assist, it will be avoided that the burden or work fall upon the same conscientious members
“THE CLUB NEEDS ASSISTANCE FROM EVERY MEMBER!!!!!!”

BY-LAWS

ARTICL 3: AGENDA

SECTION 1 The order of business at club meetings shall be as follows:

- 1) Attendance, and meeting to order
- 2) Minutes, and business related thereto
- 3) Report of treasure (full summary between meetings)
- 4) Reports of other officials
- 5) President’s address
- 6) New Business
- 7) Notice of motions
- 8) Close Meeting

The order of business may be varied but not changed in context and must be compiled with in full as written., it may be varied only at the President’s discretion.

ARTICLE 4: MEMBERSHIP AND DUES

- SECTION 1** A) Single Membership (Junior and/or Senior) - \$10.00 one (1) vote
- B) Family Membership - \$15.00 one (1) vote for each family member of twelve (12) years of age or over participating in Club Shows and/or meetings
- C) Honorary Life Member – **NO FEE** one (1) vote
- SECTION 2** Points will commence to count from the time membership is purchased. Membership runs from January 1 to December 21 each year. Membership for current year will not be sold after the last show.
- SECTION 3** One member shall not book or hold any functions or event under the name of **PORT COLBORNE SADDLE CLUB INC.** without a majority vote from the Executive members

ARTICLE 5: ELECTIONS AND VOTING

- SECTION 1** Each voting member shall be entitled to one (1) vote at all regular election and special membership meetings as called by the President. Guests are welcome, but only members may participate in discussion and voting at general meetings
- SECTION 2** Nominations for Election to Office must be declared and accepted at the last Club meeting prior to the next Election meeting. Notification of Nominees **MUST** be mailed to all members promptly, and at this time Election Meeting Date must be announced. **MEMBERS ARE EXPECTED TO ATTEND**
- SECTION 3** A nominating committee, comprised of two (2) executive members appointed by the President and two (2) members appointed by vote of the membership at a meeting held in October shall put forth the names of those wishing to serve on the new Executive.
- SECTION 4** A person may be nominated for two (2) executive positions simultaneously. Said person must be in good standing. Election to the first mentioned position shall automatically eliminate the nomination to the second
- SECTION 5** If a nominating committee cannot present a full slate of officers for the upcoming year, the vacant position (s) may be filled at a later date. (as soon as possible)
- SECTION 6** Any person who is on the executive of another Niagara Peninsula Saddle Club is **INELIGIBLE** to run for any executive office position in The Port Colborne Saddle Club Inc.

ARTICLE 6: EXECUTIVE AND DIRECTORS

SECTION 1 The Executive and Directors of the club shall be:

- A) ONE (1) PRESIDENT
- B) ONE (1) VICE-PRESIDENT
- C) ONE (1) TREASURER
- D) ONE (1) RECORDING SECRETARY
- E) ONE (1) SHOW MANAGER
- F) ONE (1) PUBLICITY OFFICER
- G) FIVE (5) DIRECTORS FOR WESTERN (3 senior, 2 junior)
- H) FIVE (5) DIRECTORS FOR ENGLISH (3 senior, 2 junior)
- I) ONE (1) DIRECTOR AS SOCIAL CONVENOR
- J) TWO (2) FINANCE COMMITTEE

All board members, with the exception of the Junior Directors, must be 18yrs of age and up.

SECTION 2 The term of office for each elected Executive and Director shall be one (1) yr. No person shall be eligible to hold office as President for more than two (2) consecutive terms (two yrs)

SECTION 3 Elections for office will be held the second week or December of each year. The executive in office must ensure continued development and/or completion of all active programs during November and December of each year for preparation to facilitate changeover to the New Executive.

SECTION 4 The Executive and Directors shall constitute the Board of this club and shall be responsible for formulation or club policy with high regard to and in compliance with the constitution and By-laws of the club. They will conduct club affairs and functions in all respects, affecting policy, management, horse shows, social activities, etc.....

SECTION 5 Sub-Committees, having each an appointed chairman, may be set up at any time at the discretion of the President.

SECTION 6 A Finance Committee of two (2) responsible persons from the membership (not officers) shall be established by popular vote to audit the books jointly with the Treasurer at year end, and to act throughout the year on behalf of the membership in consideration of any unusual expenditures in excess of \$100.00. These to be scrutinized before approval or rejection by the Finance Committee and if necessary brought before the membership for deliberation. Normal Club disbursements to be paid in accordance with Treasurers responsibilities as set in Article 7, Section 3.

ARTICLE 7: THE EXECUTIVE BOARD

- SECTION 1** **THE PRESIDENT** – shall be the chief coordinating office of this Club and shall preside as chairperson at all meetings. She/he must sign all official documents of this Club. She/he shall perform all duties commonly incident to her/his office. She/He will be ex-officio (a member) of all committees set up as necessary within the Club structure. She/he will appoint the Chairperson of each committee. She/he may retain Her/his seat on Executive in an honorary, non-voting advisory capacity for (1) year only.
- SECTION 2** **THE VICE-PRESIDENT** - shall perform the duties of the President in his/her absence or inability to act and shall be directly responsible for club activities and implementation of our Principles and Objectives. He/she will work in close liaison with the President to ensure prudent policy, and furtherance of administrative programs, He/She shall keep a book record of member names, sections separately as English and Western members to facilitate policy under ARTICLE 2, SECTION 8.
- SECTION 3** **THE TREASURER** - shall receive all-monies paid to the club and that same be deposited in a proper club bank account. He/she shall be responsible and fully accountable for all club funds and shall keep complete records and books as must be directed by the Executive. He/she shall present a detailed and accurate report of all receipts and disbursements to the Executive four times per year and shall give a summary to the membership at each meeting. He/she will be responsible that all disbursements from the club funds are duly authorized by the Executive before payment. Club cheques must be jointly signed by any two (2) of President, Treasurer, and/or Vice President. He/she shall have power commonly incident with this office.
- SECTION 4** **THE RECORDING SECRETARY** – shall keep accurate minutes in proper context of all relevant matters discussed at Executive and Membership meetings. He/she shall be responsible for proper care and filing of all Club documents and issuance of all correspondence, and for general control of such pertinent records as directed by the Executive. He/she shall prepare and distribute Club News Bulletins from time to time as specified by the Executive. He/She shall have power to sign membership certifications and general correspondence on behalf of the Club. He/she shall have assistance from the Publicity Officer upon request. When show dates are finalized the Secretary will request St. John's Ambulance for these dates.
- SECTION 5** **THE SHOW MANAGER** – shall be responsible for coordinating and implementations of the organization directly pertaining to horse show activities. He/she will work liaison and co-operate with the English and Western directors to ensure that presentation, control and maintenance of horse shows are of the highest possible standards. He/she will appoint such assistants as he may deem necessary in execution of his duties. He/she will be responsible for keeping a full and accurate statistical record of competitor's points, both Western and English and for preparation and declaration of final championship results. He/she must have the fullest co-operation (in all matters) from the Executive and membership. He/she will have due regard to care and respect of City property indirect proximity to our show site, and act as necessary to protect competitors and the general public from carelessness and harm. He/She will ensure that absolutely no violations of By-Laws occur at horse shows and that the spirit of our Constitution and By-Laws be respectfully upheld and enforced at all times. He/she in consultation with Executive shall file and evaluation of the Judge after each show with W.H.A.O. or C.E.F.

- SECTION 6** **THE PUBLICITY OFFICER** – will act in all matters appropriate to advertising and publicity. He/She will assist the show manager in preparation and publication of all show results and seek every means and opportunity to get maximum press and photo coverage of our shows and other activities. He/She will cultivate press relations to popularize our public image and make us known, in the community and Equestrian world. He/She will assist the Recording Secretary with bulletins as necessary.
- SECTION 7** **THE ENGLISH DIRECTORS** – will operate in close liaison with the SHOW MANAGER and have responsibility for ALL matters and organization applicable to the English Show ring, e.g. obtaining jumps, setting up of class courses, preparing and posting diagrams of all jump classes, appointing ringmasters, ring crews, show announcers, etc..... The English Director will ensure absolute adherence to ground rules and By-Laws as they affect competitive activity.
- SECTION 8** **THE WESTERN DIRECTORS** – will have similar control over the Western Show ring and relate his/her full responsibilities in close co-operation and liaison with the SHOW MANAGER. He/She will ensure strict adherence with show ground rules and By-Laws affecting Western competition. The Directors will arrange for fence construction of a safety ***Run out Chute*** to protect the public, horses and competitors.
- SECTION 9** **THE SOCIAL CONVENER** – as a Director will have full responsibility for all functions and arrangements related to Social activities, Banquets, Dances and Queen contest, Ticket Sales etc.... He/she may appoint three (3) officers or more as necessary to assist in execution of these duties. Arrangements for guest speakers, films etc..... for Club meetings is also part of the Social Convener's responsibilities.

ARTICLE 8: EXECUTIVE AND MEMBERSHIP MEETINGS

- SECTION 1** At least three (3) General Membership meetings and six (6) Executive meetings shall be held annually.
- SECTION 2** At all Membership Meetings ten (10) persons will constitute a quorum. Executive meetings must have six (6) board members present.
- SECTION 3** Announcement of all meetings shall be made to the membership at least ten (10) days in advance by mail. Executive board meetings, three (3) days notice shall be given by mail or phone.

ARTICLE 9: VACANCIES AND SUSPENSIONS

- SECTION 1** Any Executive or Director may resign during his/her term of office, by giving written notice to the Recording Secretary. Vacancy to be filled by Executive appointment until the next Election meeting.
- SECTION 2** The Members may, by majority vote, remove from office and Executive or Director who does not honourably uphold the constitution and abide the Club By-Laws or else does not perform his/her responsibilities of office in creditable and trustworthy manner

SECTION 3 The President, in consultation with the Executive, may remove from office any Executive, Director or Committee Officer for similar consideration as stated in SECTION 2 above, or whoever does not attend 2/3 of the Executive meetings. Executive member to notify the President of his/her absence.

SECTION 4 A member may be disbarred from competition or have his/her certificate withdrawn or be denied renewal of membership at the discretion of the Executive for violation of the Constitution or By-Laws or like circumstances

ARTICLE 10: BY-LAWS AND AMENDMENTS

SECTION 1 The Document of Constitution and By-laws must be freely available in the Registration booth at all Horse Shows for member reference.

SECTION 2 A Copy of Constitution and By-laws must be made available to all members of the Port Colborne Saddle Club Inc. at the cost publication

SECTION 3 By-Laws may be amended by submitting a motion in writing to the President and require publishing in the newsletter, with a vote at the following GENERAL monthly meeting. A 2/3 majority of ballots cast will decide the outcome.

ARTICLE 11: JUDGES AND COMPETITION

SECTION 1 Selection and engagement of Judges by the Show Managers and English and Western Directors must be most carefully considered as to proficiency and rating. The determination of the Judge in observance of competitions will be absolutely **FINAL AND NON-PROTESTABLE!** The Judge shall not be required to give reason to anyone for his final decision. **After shows** the Judge's written observation, if any, will be made available to members upon request.

SECTION 2 No acts of interference, discourtesy or disobedience directed to a Judge or competitor shall be permitted. No Judge will be approached by any individual to protest his adjudications. The Show Manager and/or Directors will act promptly to prevent and/or enforce compliance of the By-law with any violator. The highest standard of sportsmanship must always be evident, and/or demanded in competition at horse shows.

SECTION 3 The Judge and/or competitors will comply with the ground rules as specified in our published Show Programs.

"THE JUDGE SHALL JUDGE"

SECTION 4 Ringmasters shall not be contestants in the same ring in which they are officiating with the Judges.

SECTION 5 Challenge Trophies shall be held by winning competitors for **ONE YEAR ONLY**, These trophies will always remain club property and shall be considered **PERPETUAL** This By-Law applies no matter how often a Challenge trophy is won by the same competitor. Challenge trophy plates must be appropriately printed specifying classes for which these are awarded.

SECTION 6 Upon occasions when Civic and/or equestrian contests require a Club representative, candidate selection shall be by competitive ride-off. Winner to be decided by the officiating Show Judge. Alternatively, candidate nomination may be by membership popular vote. Participation in such events shall be subject to Executive financial approval. All contestants must be members of the **“PORT COLBORNE SADDLE CLUB INC.”**

ARTICLE 12: INCENTIVES – (Deleted)

ARTICLE 13: EQUIPMENT AND PROPERTY

SECTION 1 The Executive board will be custodian of all Club property, jumps and obstacles, funds, record, treasury books, perpetual trophies and all other Club equipment, etc.. None may be sold, loaned out, or disposed of without prior consideration and approval of the membership. Each Executive and/or Director will have sub-singular responsibility for care and safety of his/her own office property.

SECTION 2 Purchase of all new equipment and maintenance of existing property must be sanctioned by the membership and/or Finance committee as it relates to cost in excess of \$100.00. **Costly expenditures must be considered prudently as they relate to Policy Priorities** and the President’s responsibility to keep the Club financially solvent.

ARTICLE 14: SPONSORS

SECTION 1 A letter of appreciation and receipt for trophy and advertising donations must be sent to our kind patrons. All sponsors should be invited to our **Annual Awards Banquet** but must pay for tickets.

ARTICLE 15: BULLETINS

SECTION 1 The Recording Secretary shall bulletin the membership after all meeting giving abbreviated but relevant subject matter and meeting decisions. Advise at this time the date of the next Club meeting and urge the membership to attend and become active participants in all our Club affairs. The Publicity Officer to assist Recording Secretary as necessary

ARTICLE 16: EXPENSES

SECTION 1 Expense incurred by Executives, Directors and Officials in furtherance of Club business will be refunded upon presentation of report and receipts to the Treasurer This to include stamps, phone calls, gas mileage for special long distance trips, stationery, etc....

SECTION 2 All transactions of money MUST be covered by receipts, bills and/or petty cash vouchers, etc... Proper outgoing cash account records to be kept by Treasurer.

ARTICLE 17: BANQUET

SECTION 1 The President will give an address to the membership, to embrace usual courtesies to his Executive Board and all other working Officials, gracious appreciation to our sponsors and other public supporters. Concluding with a stimulating address to the Membership to earnestly become more active participants in all our Club affairs.

ARTICLE 18: MERGER

SECTION 1 A motion to Merger must be submitted in writing to the President. The President will then pick a Committee of five (5) who will be given three (3) months to investigate the advantages and disadvantages of a merger. Details will be brought back to the Executive at the end of the three (3) months for discussion. It will then be brought up at the next scheduled general meeting for vote.

ARTICLE 19: CLUB DISBANDMENT

SECTION 1 In the event of total club disbandment at any time, Club equipment shall be sold by public auction and total funds on hand shall be proportionately contributed to worthy local charities and/or voluntary public service organizations such as St. John's Ambulance, etc.... All action in the By-law is to be approved by membership majority vote.

The Executive, Directors, and membership of THE PORT COLBORNE SADDLE CLUB INC. have by affirmations and adoptions of the Constitution and By-laws, indicated their belief in the Principles, Objectives and By-laws for which we stand.

EXECUTIVE

X _____
PRESIDENT

X _____
VICE-PRESIDENT

X _____
TREASURER

X _____
SECRETARY

Dated This 18 Day of June 2002

**Treasurer's issue
retyped 10-27-07**