

## **Horse Trials PEI Constitution (revised February 2001)**

### **1. Name**

The Association shall be known as Horse Trials PEI.

### **2. Objectives**

The objectives and purposes of the Association shall be:

- a) to foster and stimulate interest in the equestrian sport of Eventing.
- b) to encourage members of the association to maintain membership in Horse Trials Canada.
- c) to assist with establishment, equipment and operation of centres for the purpose of furthering the education and training of horses and riders in the three phases of Horse Trials.
- d) to provide opportunities for members to participate in clinics designed to provide instruction to horses and riders in the three phases of Horse Trials.
- e) to accept, receive and take by devise, bequest or gift, and to hold, possess and enjoy, for the objects of the Association, donations, gifts, grants, devises and bequests of real and personal property of all kinds and upon such terms and conditions and upon such trusts as the donor or donors of any such property may prescribe.

### **3. Membership**

Membership in the Association shall consist of:

- a) Senior Members** - those persons who have reached their 18th birthday as of January 1<sup>st</sup> of a given year (or in keeping with the designation of a junior member by Horse Trials Canada).
- b) Junior Members** - those persons who have not attained 18 years of age as of January 1<sup>st</sup> of a given year.
- c) Honorary Members** - such persons who, at the discretion of the board of Directors, have made substantial contribution to the Association.

### **4. Board of Directors**

- a) The business and property of the Association shall be managed by a Board of Directors, which Board shall have general charge of the affairs, business and activities of the Association and shall carry out and maintain its purposes and objectives.

- b) The board of directors shall consist of up to 12 members.
- c) Election of Directors shall be by ballot at the annual general meeting if more than 12 directors are nominated. The directors shall hold office for one year from the day following the annual meeting, or until their successors are elected or appointed, and shall be eligible for re-election. Directors shall receive no remuneration for their services as such, but may in proper cases be reimbursed for out-of-pocket expenses incurred on behalf of the Association.
- d) The office of Director shall be automatically vacated:
  - i) if a Director resigns from the Board by delivering a written resignation to the secretary of the organization.
  - ii) if at a special general meeting of the members a resolution is passed by three quarters of the members present at the meeting that he/she be removed from office.
  - iii) on death.
- e) In addition to the powers, duties and responsibilities given and imposed by law, custom and precedent, the Board of Directors shall:
  - i) fill any vacancy which may occur in the board from time to time.
  - ii) have the power to require a member to resign by a vote of three quarters of the members present at an annual general meeting.
  - iii) appoint, alter and dismiss general and standing committees as it may from time to time deem necessary or advisable for the furtherance of the objectives of the Association.

## 5. Officers

The officers of the Association shall be the following:

- a) President:** The president shall preside at all meetings of the Association and of its Board of Directors and shall perform such other duties as may be assigned to him/her by vote of the members of the Board of Directors.
- b) Vice-President:** The vice president shall be vested with all the powers and shall perform all the duties of the President in the absence or disability or refusal to act of the President in the absence or disability or refusal to act of the President and shall have such other powers and duties, if any, as may from time to time be assigned to him/her by vote of the members of the Board of Directors.
- c) Secretary:** The secretary shall attend all meetings of the Board of Directors and of the members and act as Secretary thereof and record all votes and minutes of all proceedings in the

books to be kept by him/her for that purpose. He/she shall give or cause to be known, notice of all meetings of the members and of the Board of Directors and shall keep or cause to be kept all books and records required to be kept by the organization. He/she shall perform such other duties as may be prescribed by the Board of Directors or the President and all duties which are usually performed by the Secretary of Associations.

**d) Treasurer:** The Treasurer shall have custody of the funds of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all money and other valuable securities in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors from time to time. He/she shall disburse the funds of the Association upon the direction of the Board of Directors and its duly constitutes committees. HE/she shall take proper vouchers for such disbursements and shall render to the President and Board of Directors at regular meetings of the Board, or whenever the President and Board of Directors shall require it, an account of the finances of the Association and shall exhibit upon request his/her books and accounts. Upon retirement or removal from office he/she shall immediately restore to the Association all books, papers, vouchers, money and other records or property in his/her possession or under his/her control belonging to the Association.

e) Officers shall not accept any salary or fee of any kind in respect to their position. They may however accept reimbursement for transportation, lodging and other proper expenses incurred by them in connection with their duties.

f) Officers shall be elected by the Directors of the Association at a meeting immediately following the annual meeting of the members from among the elected Directors of the Association. Officers shall hold office for one year or until their successors are elected or appointed. The president shall not hold office for more than three successive terms.

## **6. Meetings**

a) The annual meeting of the Association shall be held as the Board of Directors may designate, in October of each year at such hour, day and place as may be determined by the Board of Directors and mentioned in the notice of meeting sent to each member. Members will be notified not less than 10 days prior thereto, specifying the time and place of the meeting.

b) Meetings of the Board of Directors shall be held at regular intervals each year at a time and place determined by the Board. Notice of a regular meeting of the Board of Directors shall be sent to each Director not less than seven days prior thereto, specifying the time and place of such meeting.

c) Special meetings of the members or the Board of Directors shall be called in the following cases:

i) if a request is made in writing to the Secretary thereto signed by at least one fifth of the members or Directors as the case may be.

ii) upon the request of the President for such meeting, whether of the members or of the Board of Directors.

## **7. Quorum and voting**

At all meetings of or within the Association, a quorum shall consist of:

a) **General meetings:** 20% of the membership, including at least one executive member.

b) **Director's meetings:** 50% plus one of the total Directors.

c) All questions shall be determined by a majority of votes unless otherwise specifically required by law or by these by-laws. In addition to his/her regular vote, the chairman of any meeting shall have a second vote which he/she may cast in the event of a tie.

d) Lawfully prepared proxies shall be recognized at meetings of members of the Association except where voting in person is mandatory. Proxies must be received by the Secretary twenty-four hours prior to the start of the meeting. Proxies shall not be accepted at meetings of the Directors or other committees of the Association.

## **8. Fiscal year**

The fiscal year of the Association shall end on September 30 of each year.

## **9. Amendment of constitution and by-laws**

The by-laws of the Association may be repealed, added to, replaced or amended by resolution of a majority of the Directors and sanctioned by an affirmative vote of at least two thirds of the votes cast in person or by proxy at a meeting of members duly called for the purpose of considering such by-laws.

## **10. Rules and regulations**

The Board of Directors may make such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Association they may deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the Association and, unless they are affirmed by such meeting, shall cease to have force and effect.