

Rules for acceptance SGM 2011

By-Laws

PONTIAC EQUESTRIAN ASSOCIATION



Note : *The masculine refers to feminine and masculine in all cases*

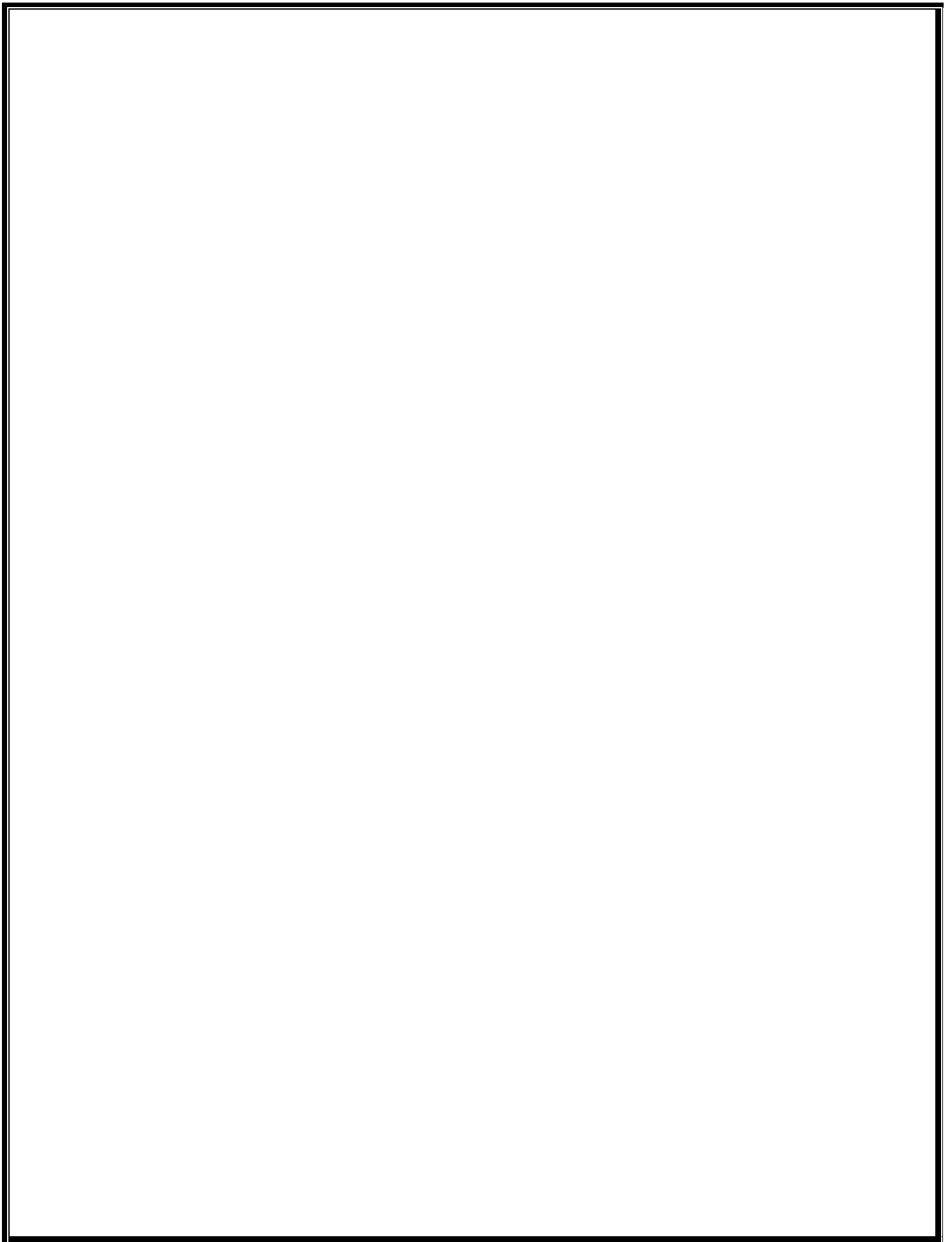


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SECTION 0 – ACRONYMS

Pontiac Equestrian Association	AEPEA
Annual General Meeting	AGM
Special General Meetings	SGM
Board of Directors	BD

SECTION 1 – GENERAL PROVISIONS

ARTICLE 1.1 – NAME

- 1.1.1 The Association shall be known as the Pontiac Equestrian Association, hereafter referred to as AEPEA.

ARTICLE 1.2 - OBJECTIVE

- 1.2.1 The Association's objective is to promote and develop ecologically sustainable equestrian tourism and trail riding.

ARTICLE 1.3 - LANGUAGE

- 1.3.1 Notice of meeting, By Laws and the Code of Conduct will be conducted in English and French. All other services and documents provided by the AEPEA will be in their language of origin and translated if possible.

ARTICLE 1.4 – OFFICES

- 1.4.1 The head office of the Association shall be located in at the residence or office of the President of the Association;

ARTICLE 1.5 – FISCAL YEAR

1.5.1 The fiscal year of the Association start November 1th to October 31th.

SECTION 2 - MEMBERS

ARTICLE 2.1 – DEFINITION

- 2.1.1 Membership is open to anyone who agrees to abide by the objectives of the AEPEA. A member in good standing is a member who has complied with the by-laws and regulations of the AEPEA and who is neither in arrears of membership dues or suspended.
- 2.1.2 Only members in good standing are entitled to all the rights and privileges of the Association.
- 2.1.3 They are eligible to become a director of the board of directors.
- 2.1.4 Members must abide to by-laws and code of conduct as well as the NCC agreement covering the use of public trails.

Appendix 1 – Code of conduct
Appendix 2 – NCC Agreement

ARTICLE 2.2 - MEMBRESHIP

- 2.2.1 There will be four classes of membership:
- a) **Individual membership** for those who are 18 years of age and older
 - b) **Family membership** for two adults residing in the same household and up to two of their children under the age of 18 as of January 1 of the membership year.
 - c) **Junior membership** for those who are under the age of 18 on January 1 of the year he is a member.
 - d) **Life members** who are founding members who made a significant financial contribution;

ARTICLE 2.3 – ANNUEL DUES

- 2.3.1 Each individual can become a member in one of the pre determined category except for life membership.
- 2.3.2 Each member must pay their annual dues to remain a member in good standing.
- 2.3.3 They are owed January 1 and members who have not paid their dues by March 1 will be considered to be not in good standing.
- 2.3.4 All new membership must be paid in full at time of application.
- 2.3.5 Annual Dues for all of the membership categories will be determined by the Board of Directors (BD) and voted on by members-at-large at the Annual General Meeting (AGM).

ARTICLE 2.4 - WITHDRAW

- 2.4.1 Members can withdraw their membership at any time by advising the secretary of the association. Membership fees are non-refundable.

ARTICLE 2.5 - DISCIPLINE, SUSPENSION, EXCLUSION

- 2.5.1 The BD shall have the power to suspend or expel any person who fails to observe any rule or regulation set out in these by-laws or whose conduct is in the opinion of the board prejudicial to the interests of the Association.
- 2.5.2 Any member threatened with suspension or expulsion has the right to a hearing by the BD. The Board will inform the member by email of the date, time and place of the hearing to give the member an opportunity to be heard.
- 2.5.3 The decision of the BD is final
- 2.5.4 The BD will decide the length of the suspension which ordinarily will not extend beyond the AGM
- 2.5.5 Should the Board recommend the member be expelled for a period beyond the AGM, the members-at-large will vote on the matter;

SECTION 3 – ANNUAL GENERAL MEETING (AGM)

ARTICLE 3.1 - DATE

- 3.1.1 The AGM of the AEPEA will be held no later than the last week of November of each year at a time and place determined by the BD.

ARTICLE 3.2 - TERMS

3.2.1 NOTICE

Notice of the meeting, along with an agenda, will be sent to members using their last known email address at least 30 days prior to the meeting;

ARTICLE 3.3 - PURPOSE

- 3.3.1 The AGM elects directors, approves the budget, chooses a member-at-large to review the Association's books, and approves the policies and general direction of the Association.

ARTICLE 3.4 - COMPOSITION

- 3.4.1 The AGM is formed by all members in good standing, officers and guests (if any) who are present at time of meeting.

ARTICLE 3.5 - QUORUM

- 3.5.1 A duly constituted General Meeting consists of a quorum with all members of the Association present at time of meeting.

ARTICLE 3.6 – MEMBERS VOTES

3.6.1 As per membership category, voting is as follow:

- a) Individual membership : 1 vote;
- b) Family membership : 2 votes;
- c) Junior membership : 0 vote;
- d) Life membership : 1 vote

N.B Voting by proxy is not permitted;

3.6.2 A simple majority 50% + 1 required to carry a vote at AGM unless otherwise noted in these by-laws;

3.6.3 Voting will be done by show of hands unless a secret ballot is requested by 30% of the members present;

ARTICLE 3.7 - AGENDA

3.7.1 The agenda of the AGM shall include but not be limited to:

- Meeting is called to order;
- Approval of the minutes of the last AGM;
- Report of the President;
- Report of the Treasurer;
- Report of reviewer;
- Report from committees;
- Report of Coordinators;
- Proposition of amendments of the Constitution and votes.
- Nomination of Reviewer;
- Election of directors;
- Address of new President;
- Question period;
- Adjournment.

3.7.2 The order of business may be changed by a simple majority of members present.

ARTICLE 3.8 - ELECTIONS

3.8.1 Elections will be held during the AGM each year through a secret ballot. The Secretary will count the ballots in the presence of two members at large.

- 3.8.2 Nominations shall be in writing and signed by the nominator, a secondary, and the nominee, all of whom must be members of the AEPEA and not of the immediate family of the nominee. Nominations must be in the hands of the Secretary one week before the AGM. The names of all candidates will be displayed on the website before voting occurs. The nominee must be present.
- 3.8.3 Directors can be nominated if they are fully supported by members in good standing present at the AGM. They must obtain a minimum support of 5 members.
- 3.8.4 Any member in good standing who is 18 years and older may run for the position of Director provided that member is duly nominated.

SECTION 4 – SPECIAL GENERAL MEETINGS (SGM)

ARTICLE 4.1 – CALLING

- 4.1.1 The BD may call a SGM between AGMs for specific subject;
- 4.1.2 Members must be advised at least 15 days in advance of the date, time and place of the meeting as well as its purpose;
- 4.1.3 A special meeting may also be called if the Secretary receives a request for the meeting via email from 20% of the members-at-large. The request will include the purpose of the meeting, which must be held within 30 days of the receipt of the request.
- 4.1.4 Only subjects called on the agenda of the special meeting will be discussed.
- 4.1.5 A special meeting may not be used to change by-laws.

SECTION 5 – BOARD OF DIRECTORS (BD)

ARTICLE 5.1 - DIRECTORS

5.1.1 The affairs of the Association shall be conducted by a Board of six directors with the following functions:

- President;
- Vice-president;
- Directors (4).

5.1.2 They will choose amongst themselves a President and Vice-President.

ARTICLE 5.2 TERM

5.2.1 Each Director will serve for a two year period; Three directors will be elected alternately each year.

5.2.2 Directors may serve more than one mandate.

ARTICLE 5.3 – RESPONSIBILITIES OF THE BOARD OF DIRECTORS

5.3.1 The BD shall be responsible for the following:

- administering the financial affairs and other business of the Association;
- carrying out decisions made by members-at-large at the AGM;
- appointing secretary and treasurer;
- determining general policies of the Association with the approval of the members at large;
- Appointing committee and coordinators when needed.
- oversee work of all committees and coordinators
- liaising with the appropriate authorities of the NCC and municipalities to maintain and expand the AEPEA trail system;

ARTICLE 5.4 - MEETINGS

- 5.4.1 The BD will meet as required at the request of the President, the Vice-President or two Directors at least two times a year;
- 5.4.2 Meeting request must be notified at least 14 days prior to the scheduled date. The notification of the meeting may be done by phone;
- 5.4.3 The delay of notification may be reduced if all directors approves by email.

ARTICLE 5.5 - QUORUM

- 5.5.1 The quorum of a meeting of the BD shall be a simple majority. When making decisions, in the event of a tie the President shall case the deciding ballot;

ARTICLE 5.6 - VACANT POST

- 5.6.1 In the event of a vacancy within the BD, the Board shall name a member-at-large to serve out the former director's term;
- 5.6.2 A vacancy exists when a director tenders his resignation in writing
- 5.6.3 A vacancy exists when a director misses two consecutive meetings without an excuse deemed reasonable by the remaining directors;

ARTICLE 5.7 - COMPENSATION

- 5.7.1 The members of the board shall be entitled to reimbursement for out of pocket expenses reasonably incurred in connection with the exercise of their duties and authority on behalf of the Association. Members of the Board shall not be entitled to compensation for their services or time spent.

ARTICLE 5.8 - OFFICERS

- 5.8.1 The Officers of the Association shall include the President, Vice-President, Secretary and the Treasurer. Each will act under the control and with the approval of the BD;

ARTICLE 5.9 – OFFICERS FUNCTIONS

5.9.1 President :

- President will be chosen by the Directors from among themselves at their first meeting;
- The President will act as leader and spokesperson for the Board, preside over General Meetings and meetings of the BD.;
- The President must sign jointly with the treasurer all financial transaction of the Association.
- The president oversees the duties of directors and members and insure that regulations of the association are followed
- The President shall vote only in the event of a tie, except when a vote is by secret ballot.

5.9.2 Vice-president :

- In case the President is unable to act, on account of illness or absence, the vice-president shall perform all the duties of the President.

5.9.3 Secretary :

- The secretary must be a member of the association;
- The secretary will attend all meetings of the Association and will keep minutes;
- The secretary is in charge of keeping copies of all documents of the association.
- The secretary will prepare agenda's and convocation with the approval of the President.
- The secretary will accomplish all tasks and other things as may be delegated to him by these by-laws or by the BD.

5.9.4 Treasurer

- The treasurer must be member of the association;
- The treasurer shall keep the books of the Association,
- The treasurer will deposit all monies received by him in a chartered bank, to the credit of this Association, and pay same out again by cheque only,
- The treasurer will compile the financial statement at the end of each year and submit it to the reviewer
- He prepares a financial statement each year and presents it to the AGM.

SECTION 6 – COMMITTEES AND COORDINATORS

ARTICLE 6.1 - COMMITTEES

- 6.1.1 Committees are created by the BD for specific needs and for a pre-determined period.
- 6.1.2 The committee deals with subjects which they are assigned to and must provide reports to the BD when requested. The committee is automatically dissolved when the mandate is completed.
- 6.1.3 Committees are not limited to members of the association. The board of directors reserves the rights to select who may participate in each committee.

ARTICLE 6.2 - COORDONATORS

- 6.2.1 Coordinators are nominated by the BD for specific needs and for a pre-determined period.
- Membership Coordinator
Mandate to come
 - Website Coordinator
Mandate to come
 - Marketing Coordinator
Mandate to come
 - Trail Coordinator
 - ✓ Trail Coordinator;
 - ✓ He will regularly inspect the trail system;
 - ✓ He will carry out whatever work needs to be done in a safe and responsible manner;
 - ✓ He will do work in accordance with any agreements entered into by the AEPEA with public or private land owners;
 - ✓ He may call on members of the Association to help with necessary work;
 - ✓ The cost of supplies required for trail maintenance will be approved by the board and borne by the AEPEA.

SECTION 7 – FINANCE

ARTICLE 7.1 – FINANCIAL STATEMENT

- 7.1.1 Financial statement is provided at the end of the fiscal year which closes on October 31st of each year.

ARTICLE 7.2 - BOOKKEEPING

- 7.2.1 The board of director's request from the treasurer to keep up to date all incomes and outcomes of the association. The bookkeeping must identify the purpose and reasons of all transactions and shall show the overall active and passive of the association.

ARTICLE 7.3 – BANK ACCOUNT

- 7.3.1 The board of director holds a bank account at the name of the Association. The bank account can be registered with a Bank, a Caisse Populaire or a trust deed of Quebec.

ARTICLE 7.4 - SIGNATURE

- 7.4.1 All check and documents that financially ties the Association or to any transaction must be signed by the President and the Treasurer or any other directors authorized to do so.

ARTICLE 7.5 - REVIEWER

- 7.5.1 At each end of fiscal year, financial book of the association must be inspected by a reviewer selected among members, by the board of director. All incomes and outcomes of financial statement must be noticed and recorded.

ARTICLE 7.6 – ANNUAL MEMBERSHIP

- 7.6.1 For each different category, the amount will be determined by the BD and shall be voted by members at the AGM.
- 7.6.2 They will be received by the treasurer.
- 7.6.3 The annual membership begins on November 1st and ends on October 31st of the next year.
- 7.6.4 By default, if a member does not renew his membership dues, he will automatically loose the status of member.

ARTICLE 7.7 - INCOMES

- 7.7.1 The income and property of the Association shall be used solely to pursue the objectives of the Association, to pay for services rendered as well as for reasonable expenses of the Directors or their officers, incurred doing the work of the Association.
- 7.7.1 It shall not be used to pay directly or indirectly members of the Association, past, present or future.

SECTION 8 – AMENDMENTS

ARTICLE 8.1 – BYLAWS AMENDMENT

- 8.1.1 These bylaws may be amended at any Annual Meeting of the Association, by the affirmative vote of two-thirds of the members present.
- 8.1.2 Notice of all proposed amendments shall be in writing given to the Secretary 45 days in advance of the AGM.

8.1.3 The proposed amendments shall be included in the notice calling the AGM.

ARTICLE 8.2 - DISSOLUTION

8.2.1 The association cannot be dissolved unless 80% of present members, with right of votes, decide in favor at a special meeting called for that purpose.

8.2.2 If the dissolution goes through, the disposition of all assets and goods must be decided immediately at the same meeting.

ARTICLE 8.3 - REPEAL

8.3.1 The bylaws of this Association and amendments presently in effect, are hereby repealed.

SECTION 9 – HISTORY

The document was :

- Adopted at the First SGM held on XX at XX.