



---

# SUNSHINE COAST EQUESTRIAN CLUB

---

Bylaws



NOVEMBER 28, 2016

## Table of Contents

1.0	Bylaws of Sunshine Coast Equestrian Club .....	3
2.0	The purposes of the Society.....	3
3.0	Definitions and Interpretation .....	3
3.1.	In these Bylaws .....	3
3.2.	Definitions in Act.....	3
3.3.	Conflict with Act or regulations .....	4
4.0	Members .....	4
4.1.	Application for membership .....	4
4.2.	Duties of members.....	4
4.3.	Membership and membership dues.....	4
4.4.	Member not in good standing .....	4
4.5.	Termination of membership .....	5
4.6.	Privileges of members.....	5
5.0	General Meetings of Members .....	5
5.1.	Time and place of general meeting .....	5
5.2.	Ordinary business at general meeting .....	5
5.3.	Notice of special business .....	5
5.4.	Chair of general meeting.....	5
5.5.	Quorum required .....	6
5.6.	Quorum for general meetings .....	6
5.7.	Lack of quorum at commencement of meeting .....	6
5.8.	If quorum ceases to be present .....	6
5.9.	Adjournments by chair.....	6
5.10.	Notice of continuation of adjourned general meeting.....	6
5.11.	Order of business at general meeting.....	6
5.12.	Methods of voting at a general meeting .....	7
5.13.	Results of vote.....	7
5.14.	Proxy voting .....	7
5.15.	Creation of special committees .....	7
5.16.	Matters decided at general meeting by ordinary resolution.....	7
5.17.	Extra ordinary meetings.....	7

6.0	Directors.....	8
6.1.	Number of directors on Board .....	8
6.2.	Election or appointment of directors.....	8
6.3.	Terms for Directors .....	8
6.4.	Directors may fill casual vacancy on Board.....	8
6.5.	Removal of directors .....	8
7.0	Directors Meetings.....	9
7.1.	Calling directors’ meeting .....	9
7.2.	Notice of directors meeting .....	9
7.3.	Proceedings valid despite omission to give notice .....	9
7.4.	Conduct of directors meetings.....	9
7.5.	Quorum of directors .....	9
8.0	Board Positions .....	9
8.1.	Election or appointment to Board positions.....	9
8.2.	Directors at large.....	9
8.3.	Role of president.....	9
8.4.	Role of vice-presidents.....	9
8.5.	Role of secretary .....	10
8.6.	Absence of secretary from meeting.....	10
8.7.	Role of treasurer .....	10
8.8.	Board Members Terms .....	10
9.0	Remuneration of Directors and Signing Authority.....	10
9.1.	Remuneration of directors.....	10
9.2.	Signing authority .....	10

**SCHEDULE 1**  
**(Section 3)**

## 1.0 Bylaws of Sunshine Coast Equestrian Club

1. 1. 1436 Largo Rd, Roberts Creek, BC, Canada
1. 2. Mailing address: PO Box 1955, Sechelt, BC, Canada V0N3A0

## 2.0 The purposes of the Society

2. 1. To organize and serve all equestrian and equine interests, by providing a local coordinating body.
2. 2. To guard the wellbeing of horses.
2. 3. To encourage communication and co-operation amongst fellow equestrians.
2. 4. To foster and encourage the interests of horse owners.
2. 5. To foster and encourage interesting equestrian activities.
2. 6. To encourage and create educational programs for the horse owner, and the community.
2. 7. To raise funds through programs, sales, competitions, another fund-raising activities through which the club will benefit.
2. 8. To accept or receive gifts, donations, grants etc., to benefit the purposes of the club upon the terms and conditions prescribed by the donor or donors.
2. 9. To provide and maintain a liaison with other clubs and applicable organizations locally, provincially, nationally, and internationally.
2. 10. To improve enjoyment and improvement in all areas of horsemanship.
2. 11. To provide information and training on all aspects of horsemanship.
2. 12. To provide horse activities such as gymkhanas, horse shows, trail rides, clinics, demonstrations, and other activities which maybe decided upon.
2. 13. To encourage an attitude of good sportsmanship.
2. 14. To acquire and maintain a permanent area for our facilities, including an indoor arena, and any other necessary buildings.
2. 15. To do all such other acts and things as are conducive to the attainment of the purposes of the Society.
2. 16. This Society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, the society may distribute its money and other property to its members. Incorporated on July 26<sup>th</sup> 1995

## 3.0 Definitions and Interpretation

### 3. 1. In these Bylaws

3. 1. 1. "Act" means the Societies Act of British Columbia as amended from time to time.
3. 1. 2. "Board" mean the directors of the Society.
3. 1. 3. "Bylaws" mean these Bylaws as altered from time to time.

### 3. 2. Definitions in Act

3. 2. 1. The definitions in the Act apply to these Bylaws.

### 3.3. Conflict with Act or regulations

- 3.3.1. If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

## 4.0 Members

### 4.1. Application for membership

- 4.1.1. A person may apply to the Board for membership in the Society, and the person becomes a member on the Board's acceptance of the application.

### 4.2. Duties of members

- 4.2.1. Every member must uphold the constitution of the Society and must comply with these bylaws.
- 4.2.2. Members are not eligible for year-end awards if 10 volunteer hours are not completed, and if the member has not attended 2 meetings of members.
- 4.2.3. Every member must Obtain HCBC membership.

### 4.3. Membership and membership dues

- 4.3.1. The amount of the annual membership dues, if any, must be determined by the Board.
- 4.3.2. All dues are non-refundable.
- 4.3.3. New memberships may be paid at any time throughout the year.
- 4.3.4. All memberships expire December 31<sup>st</sup>.
- 4.3.5. Renewing memberships are due January 1<sup>st</sup>.
- 4.3.6. There shall be individual and family memberships. Family is defined as 2 or more members of the same family, residing in the same household.

### 4.4. Member not in good standing

- 4.4.1. Members not in good standing may be determined in the following;
  - 4.4.1.1. If the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.
  - 4.4.1.2. By NSF cheques, until the condition is corrected.
  - 4.4.1.3. By money owed to the club, until debts are paid.
  - 4.4.1.4. By stealing from the club, the decision as to when or if to reinstate the member(s) in question is determined by the executive.
  - 4.4.1.5. Vandalism, the executive shall decide on length of dismissal.
  - 4.4.1.6. By consistent failure to uphold the constitution and bylaws of the club. Executive will decide on length of dismissal.
  - 4.4.1.7. By consistent improper conduct and/or animal abuse, as outlined by SCEC operations manual. Appropriate actions shall be taken by executive.
  - 4.4.1.8. Board members may be advised of misconduct by a general member who may have witnessed, or has information regarding the incident, or by witnesses in the community.
  - 4.4.1.9. The Board must have  $\frac{3}{4}$  majority vote of all Board members, in writing, to determine a member not in good standing, for any reason other than nonpayment of dues. The member in question must be able to present their case to a general meeting, and a Board meeting, if they choose.
- 4.4.2. A member who is not in good standing may not vote at a general meeting.
- 4.4.3. Is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.
- 4.4.4. A member who is not in good standing is not eligible for year-end awards.

#### 4.5. Termination of membership

- 4.5.1. A person shall cease to be a member of the society;
  - 4.5.1.1. By delivering his resignation in writing to the secretary of the Society, by mail or email.
  - 4.5.1.2. On his or her death.
  - 4.5.1.3. On being expelled.
  - 4.5.1.4. On having been a member not in good standing for 6 consecutive months.

#### 4.6. Privileges of members

- 4.6.1. Members in good standing have the right to serve as director or committee member.
- 4.6.2. Members in good standing, age ten and over, have the right to vote.

### 5.0 General Meetings of Members

#### 5.1. Time and place of general meeting

- 5.1.1. A general meeting must be held at the time and place the Board determines.
- 5.1.2. The Board shall set the annual meeting schedule in January of each year.
- 5.1.3. Special business is anything other than ordinary business

#### 5.2. Ordinary business at general meeting

- 5.2.1. At a general meeting, the following business is ordinary business;
  - 5.2.1.1. Adoption of rules of order.
  - 5.2.1.2. Consideration of any financial statements of the Society presented to the meeting.
  - 5.2.1.3. Consideration of the reports, if any, of the directors or auditor.
  - 5.2.1.4. Election or appointment of directors.
  - 5.2.1.5. Appointment of an auditor, if any.
  - 5.2.1.6. Business arising out of a report of the directors not requiring the passing of a special resolution.

#### 5.3. Notice of special business

- 5.3.1. A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business. 21 days' notice of special business must be given and may be given by electronic or other means as the Board determines.

#### 5.4. Chair of general meeting

- 5.4.1. The following individuals are entitled to preside as the chair of a general meeting
  - 5.4.1.1. The president
  - 5.4.1.2. The vice president(s), if the president is unable to preside as the chair.
  - 5.4.1.3. A director, chosen by the president, if the president and vice president(s) are unable to preside as the chair.
- 5.4.2. The individual, if any, appointed by the Board to preside as the chair if the president, vice president(s), and a director are unavailable. This individual must be a member in good standing.
  - 5.4.2.1. If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

5. 5. Quorum required

5. 5. 1. Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

5. 6. Quorum for general meetings

5. 6. 1. The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

5. 7. Lack of quorum at commencement of meeting

5. 7. 1. If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present the meeting is terminated.
5. 7. 2. In any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

5. 8. If quorum ceases to be present

5. 8. 1. At any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

5. 9. Adjournments by chair

5. 9. 1. The chair of a general meeting may, or, if so directed by the voting members at the meeting, must adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

5. 10. Notice of continuation of adjourned general meeting

5. 10.1. It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

5. 11. Order of business at general meeting

5. 11.1. The order of business at a general meeting is;
5. 11.1.1. Elect an individual to chair the meeting, if necessary
5. 11.1.2. Determine that there is a quorum
5. 11.1.3. Approve the agenda
5. 11.1.4. Approve the minutes from the last general meeting
5. 11.1.5. Deal with unfinished business from the last general meeting
5. 11.2. If the meeting is an annual general meeting;
5. 11.2.1. Receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
5. 11.2.2. Receive any other reports of directors' activities and decisions since the previous annual general meeting,

- 5. 11.2.3. Elect or appoint directors, and
- 5. 11.2.4. Appoint an auditor, if any.
- 5. 11.1.6. Deal with new business, including any matters about which notice has been given to the members in the notice of meeting.
- 5. 11.1.7. Terminate the meeting.

## 5. 12. Methods of voting at a general meeting

- 5. 12.1. At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

## 5. 13. Results of vote

- 5. 13.1 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

## 5. 14. Proxy voting

- 5. 14.1. Voting by proxy is not permitted
- 5. 14.2 Voting by absentee ballot is allowed.
  - 5. 14.2.1 The ballot must be in a signed and sealed envelope.
  - 5. 14.2.2 The ballot must contain the voters' name.

## 5. 15. Creation of special committees

- 5. 15.1. Any committee may be created as needed at any time.
- 5. 15.2. A permanent committee shall be recorded in the bylaws.
  - 5. 15.2.1. SCEC permanent committees are;
    - 5. 15.2.1.1. Advertising
    - 5. 15.2.1.2. Concession
    - 5. 15.2.1.3. Grounds
    - 5. 15.2.1.4. Show
    - 5. 15.2.1.5. Ways and Means
    - 5. 15.2.1.6. Youth
- 5. 15.3. Committees may get together as they wish to discuss relevant business.
- 5. 15.4. Committees do not have the power to make amendments.
- 5. 15.5. Committees do not have the power to spend club's money without executive's approval.
- 5. 15.6. Committees will be asked to submit reports and minutes to the general members at the next general meeting. These reports shall be read at each general meeting from a member of that particular committee, or the secretary of that committee.

## 5. 16. Matters decided at general meeting by ordinary resolution

- 5. 16.1. A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

## 5. 17. Extra ordinary meetings

- 5. 17.1. Extra ordinary meetings are those meetings other than general, committee or Board, and may be called by any member.
- 5. 17.2. Time of extra ordinary meeting.



- 5. 17.2.1. Set by the members of the group calling the meeting.
- 5. 17.3. Place of extra ordinary meeting.
- 5. 17.3.1. Set by the members of the group calling the meeting.
- 5. 17.4. Operation of meeting called to order.
- 5. 17.5. Secretary chosen for the meeting, if one is not present.
- 5. 17.6. Minutes of previous meeting read, if applicable.
- 5. 17.7. Treasurers' report read, if applicable.
- 5. 17.8. Business to be discussed.
- 5. 17.9. Minutes of the meeting written by the chosen secretary.
- 5. 17.10. These meetings are open to the general membership.
- 5. 17.11. The Board has a duty to listen to ideas and objections put forth by club members.

## 6.0 Directors

### 6. 1. Number of directors on Board

- 6. 1. 1. The Society must have no fewer than 3 and no more than 11 directors.

### 6. 2. Election or appointment of directors

- 6. 2. 1. At the annual general meeting (AGM), members in good standing must elect or appoint the Board.
  - 6. 2. 1.1. Members may vote in person, or by a signed and sealed ballot (Absentee Ballot) if they will be absent from the AGM.
  - 6. 2. 2. Voting for Directors will be by secret ballot.
  - 6. 2. 3. Nominations will be called for in October, with a slate of nominees being presented to members one week before the AGM.
  - 6. 2. 4. An individual is required to be a current member in good standing to nominate.
  - 6. 2. 5. An individual is not required to be a current member to be nominated.
  - 6. 2. 6. Once an individual is elected they must become a SCEC member, and a member of Horse Council British Columbia.

### 6. 3. Terms for Directors

- 6. 3. 1. Directors are elected for a 1 year term, and may be re-elected indefinitely.
- 6. 3. 2. Terms start January 1<sup>st</sup> and end December 31<sup>st</sup> of each year.

### 6. 4. Directors may fill casual vacancy on Board

- 6. 4. The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.
  - 6. 4. 1. A director appointed by the Board to fill a vacancy ceases to be a director at the end of the term of office of the individual whose departure from office created the vacancy. Or when the individual who was replaced is capable of filling their position again.

### 6. 5. Removal of directors

- 6. 5. 1. The general assembly (members) have the power, by special resolution, to remove any officer (Director) from his/her position, before the end of term.

## 7.0 Directors Meetings

### 7.1. Calling directors' meeting

7. 1. 1. A directors meeting may be called by the president or by any 2 other directors.

### 7. 2. Notice of directors meeting

7. 2. 1. At least 2 days' notice of a directors meeting must be given unless all the directors agree to a shorter notice period.

### 7. 3. Proceedings valid despite omission to give notice

7. 3. 1. The accidental omission to give notice of a directors meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

### 7. 4. Conduct of directors meetings

7. 4. 1. The directors may regulate their meetings and proceedings as they see fit.

7. 4. 2. Directors meeting are open to the general membership.

7. 4. 3. A resolution may be agreed upon by the Directors in the absence of a meeting, provided there has been written agreement between all the Directors.

### 7. 5. Quorum of directors

7. 5. 1. The quorum for the transaction of business at a directors meeting is a majority of the directors.

## 8.0 Board Positions

### 8. 1. Election or appointment to Board positions

8. 1. 1. Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position;

8. 1. 1. 1. President

8. 1. 1. 2. Western vice President

8. 1. 1. 3. English Vice President

8. 1. 1. 4. Secretary

8. 1. 1. 5. Treasurer

8. 1. 1. 6. Quartermaster

### 8. 2. Directors at large

8. 2. 1. Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

8. 2. 2. There shall be five directors at large.

### 8. 3. Role of president

8. 3. 1. The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

### 8. 4. Role of vice-presidents

8. 4. 1. The vice-presidents are the vice-chair of the Board and are responsible for carrying out the duties of the president if the president is unable to act.

## 8.5. Role of secretary

- 8.5.1. The secretary is responsible for doing, or making the necessary arrangements for:
  - 8.5.1.1. Issuing notices of general meetings and directors' meetings.
  - 8.5.1.2. Taking minutes of general meetings and directors' meetings.
  - 8.5.1.3. Keeping the records of the Society in accordance with the Act.
  - 8.5.1.4. Conducting the correspondence of the Board.
  - 8.5.1.5. Filing the annual report of the Society and making any other filings with the registrar under the Act.

## 8.6. Absence of secretary from meeting

- 8.6.1. In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

## 8.7. Role of treasurer

- 8.7.1. The treasurer is responsible for doing, or making the necessary arrangements for the following:
  - 8.7.1.1. Receiving and banking monies collected from the members or other sources.
  - 8.7.1.2. Keeping accounting records in respect of the Society's financial transactions.
  - 8.7.1.3. Preparing the Society's financial statements.
  - 8.7.1.4. Making the Society's filings respecting taxes.

## 8.8. Board Members Terms

- 8.8.1. Board members are elected for 1 year term, and may be re-elected indefinitely
- 8.8.2. Terms start January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

# 9.0 Remuneration of Directors and Signing Authority

## 9.1. Remuneration of directors

- 9.1.1. These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

## 9.2. Signing authority

- 9.2.1. A contract or other record to be signed by the Society must be signed on behalf of the Society;
  - 9.2.1.1. By the president, together with the treasurer,
  - 9.2.1.2. If the president is unable to provide a signature, by one of the vice-presidents together with the treasurer,
  - 9.2.1.3. If the treasurer and president are both unable to provide signatures, by the two vice-presidents.