

# **CALGARY REGIONAL TRAIL RIDERS ASSOCIATION "CRTR"**

## **BY-LAWS**

### **Revised February, 2014**

The following constitutes all the by-laws of the Calgary Regional Trail Riders Association (herein after referred to as the **CRTR**).

#### **Article 1. Purpose of the CRTR**

- 1.1 The purpose of the **CRTR** is to increase enjoyment, improve safety and further educate its members in relation to equine activities. To this end, **CRTR** activities will include but are not limited to: organizing day and weekend rides, organizing the entry and participation of members as a group in parades, and sponsoring and promoting participation in horse-related seminars and conferences. In order to make a contribution to the general community, the **CRTR** may undertake fundraising activities for one or more registered charities.

#### **Article 2. Membership**

- 2.1 An individual may become a single member of the **CRTR**.
- 2.2 An individual, spouse and dependent children may become members of the **CRTR** under one family membership.
- 2.3 To become and remain a member in good standing, single and/or family members of the **CRTR** must:
- Complete the **CRTR** Membership Application form;
  - Sign the **CRTR** General Waiver;
  - Provide proof of current membership in the Alberta Equestrian Federation (AEF);
  - Pay the annual single or family **CRTR** membership fee as appropriate; and
  - Agree to abide by these **CRTR** by-laws.
- 2.4 Membership in the **CRTR** will be valid from the date all membership criteria in Article 2.3 is met to the end of the current membership year.
- 2.5 Annual Membership fees will be established by the Board of Directors and must be ratified by a majority vote to the quorum present at any General Meeting.
- 2.6 A member may withdraw membership at any time upon notice in writing to the Board of Directors through the Secretary. No membership fee or portion thereof will be refunded.
- 2.7 A member may have his or her membership revoked for reasonable cause upon a two-thirds (2/3) majority vote of the members present at any General Meeting.

### **Article 3. Voting Privileges**

- 3.1 An individual holding a single membership is entitled to one (1) vote.
- 3.2 A family holding a family membership is entitled to no more than two (2) votes.
- 3.3 Voting privileges will be instated by meeting the criteria as outlined in Article 2.
- 3.4 Voting will normally be by a show of hands of eligible voters present. However in the case of a Special Resolution, votes may be cast by mail ballot or proxy, provided that such ballots or proxies are received by the Secretary, prior to the meeting at which such Special Resolution will be presented.

### **Article 4. Meetings**

- 4.1 The Annual General Meeting shall be held in the month of November of each year with notice given to all members.
- 4.2 Special or other meetings may be called at any time by the President or five (5) Directors or by written request to the President signed by a minimum of twenty-five percent (25%) of the membership. A minimum of fourteen (14) days' notice of any such meeting and its purpose must be given to each member. Such meeting shall deal only with the item(s) which gave rise to the call for the meeting. If such meeting involves a Special Resolution, the criteria set out in Article 16 of these by-laws will prevail.
- 4.3 A minimum of twenty percent (20%) or 15 members (whichever is less) of eligible voting members must be present at any meeting to constitute a quorum, unless the vote is on a Special Resolution in which case the criteria set out in Article 16 will take precedence.

### **Article 5. Board of Directors and Officers**

- 5.1. The Board of Directors shall consist of nine (9) elected Directors. Directors shall be elected at the Annual General Meeting, five (5) Directors in the even numbered years and four (4) Directors in the odd numbered years. Each Director is elected for a term of two (2) years.
- 5.2. A. Officers of the Executive Committee shall consist of:
  - President
  - Vice President
  - Secretary
  - Treasurer
- B. Officers for General Directorships shall consist of:
  - Education Director
  - Parade Director
  - Social Director
  - Fundraising Director
  - Membership Director

The following officers will be elected at the Annual General Meeting held in odd numbered years:

- President
- Vice-President
- Treasurer
- Fundraising Director

The following officers will be elected at the Annual General Meeting held in even numbered years:

- Secretary
- Education Director
- Parade Director
- Social Director
- Membership Director

- 5.3. The Board of Directors shall meet a minimum of three (3) times per year. Directors' meetings may be called at any time by the President or any three (3) Directors with at least eight (8) days' notice to all Directors. A quorum shall exist if at least five (5) Directors are present.
- 5.4. Any Director who ceases to be a member in accordance with Articles 2.6 and 2.7 of these by-laws shall also cease to be a Director and a replacement Director shall be appointed in accordance with Article 5.5 of these by-laws.
- 5.5. The Board of Directors may appoint a member to fill a vacancy on the board should one occur. The appointment shall be in effect for the duration of the original term.

## **Article 6. Duties of Officers**

### 6.1 Functions of the President:

- Preside at meetings;
- Be responsible for general management and affairs of the **CRTR**;
- Have the powers and duties as confirmed by the Board of Directors;
- Interpret the by-laws;
- Be an ex-officio member of all committees; and
- In case of tie, cast the deciding vote.

### 6.2 Functions of the Vice President:

- Exercise the duties and powers of the President in the absence or disabilities of the President;
- Execute duties as assigned by the President;
- Perform public relations activities to promote the **CRTR**;
- Provide a budget relative to the functions of the office of Vice President; and
- Provide a financial statement within thirty (30) days of said public relations expenditures.

- 6.3 Functions of the Secretary:
- Record and present the minutes at all meetings;
  - Keep and maintain all the **CRTR** files, correspondence and records;
  - Submit news articles as directed by the Board of Directors;
  - Send out notices of meetings as required;
  - Oversee the administration of the **CRTR** public website;
  - Take custody of and maintain **CRTR** equipment (other than computer and financial software) as required;
  - Provide a budget as required relative to the functions of the office of Secretary; and
  - Provide a financial statement within thirty (30) days of said expenditures.
- 6.4 Functions of the Treasurer:
- Manage and oversee **CRTR** funds and keep detailed accurate accounts of said funds;
  - Disperse the **CRTR** funds under the direction of the Board of Directors and/or majority vote of the members present at any meeting;
  - Prepare an annual financial statement for the **CRTR** prior to the Annual General Meeting;
  - Provide audited accounts to Government or Regulatory Agencies as required;
  - Take custody of and maintain **CRTR** computer and financial accounting software as required;
  - Provide a budget relative to the functions of the office of Treasurer; and
  - Provide a financial statement within thirty (30) days of said expenditures.
- 6.5 Functions of the Membership Director:
- Maintain membership records;
  - Ensure that individuals comply with the membership requirements before issuing membership in the **CRTR**;
  - Handle the collection of membership fees;
  - Distribute membership cards as required.;
  - Provide a budget as required relative to the functions of the office of Membership Director; and
  - Provide a financial statement within thirty (30) days of said membership expenditures.
- 6.6 Functions of the Education Director:
- Administer or oversee all educational activities undertaken by the **CRTR** in accordance with the wishes and general approval of the membership;
  - Organize speakers for General Meetings;
  - Provide a budget as required relative to the functions of the office of Education Director; and
  - Provide a financial statement within thirty (30) days of said education expenditures.
- 6.7 Functions of the Parade Director:
- Enter the **CRTR** in parades as directed by the Board of Directors;
  - Manage the **CRTR**-owned parade equipment and supplies;
  - Provide a budget as required relative to the functions of the office of Parade Director; and
  - Provide a financial statement within thirty (30) days of said parade expenditures.
- 6.8 Functions of the Social Director:
- Administer or oversee all social activities, including day and weekend rides, as directed by the Board of Directors;
  - Provide a budget as required relative to the functions of the office of Social Director; and
  - Provide a financial statement within thirty (30) days of said social expenditures.

- 6.9 Functions of the Fundraising Director:
- Organize and manage fundraising ventures;
  - Provide a budget as required relative to the functions of the office of Fundraising Director; and
  - Provide a financial statement within thirty (30) days of said fundraising expenditures.

## **Article 7. Auditing of Accounts**

- 7.1 The Board of Directors shall appoint a member at large and may appoint an outside accounting firm to review and approve the Treasurer's annual financial statement fourteen (14) days prior to the Annual General Meeting.
- 7.2 The books and records of the **CRTR** may be inspected by any member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of such books and records. Each member of the Board of Directors shall at all times have access to such books and records.
- 7.3 The fiscal year of the **CRTR** shall be from November 1 to October 31.

## **Article 8. Cheque Signing Authority**

- 8.1 The President, Vice President and Treasurer shall have authority to sign all cheques issued by the **CRTR** from general accounts. Cheques must be signed by two (2) of the above, one (1) of whom must be the Treasurer.
- 8.2 The President, Fundraising Director and Treasurer shall have authority to sign all cheques issued by the **CRTR** from Casino accounts. Cheques must be signed by two (2) of the above, one (1) of whom must be the Treasurer.

## **Article 9. Remuneration**

- 9.1 Unless authorized at any meeting and after notice of same shall have been given, no officer or member of the **CRTR** shall receive any remuneration for his/her services.

## **Article 10. Borrowing Powers**

- 10.1 For the purposes of carrying out its objects, the **CRTR** may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Societies Act and in no case shall debentures be issued without the sanction of a Special Resolution in accordance with Article 16 of these by-laws.

## **Article 11. Risk Management Plan**

11.1 The **CRTR** will establish and maintain a **CRTR** Policies document. All **CRTR** members will be required to follow **CRTR** policies at all **CRTR** sponsored events involving equines. The **CRTR** policies will include but are not limited to: Risk Management, General Waiver, Safety Guidelines, Parades Rules, and Rules and Regulations for **CRTR** events. These policies will be reviewed, updated and approved as required by the Board of Directors.

## **Article 12. Insurance**

12.1 The **CRTR** will continuously maintain adequate general liability insurance to protect the Board of Directors in case of accidents at the **CRTR** sponsored events or events in which the **CRTR** members participate as a club.

## **Article 13. Participation in CRTR sponsored Events**

13.1 For reasons of liability, only individuals who are members in good standing, per Article 2, of the **CRTR** will be permitted to participate, or assist in the **CRTR** sponsored events involving equines.

## **Article 14. Other Powers**

14.1 The **CRTR** may become a member of, affiliate with, or meet with any other organization that may further the objectives of the **CRTR**.

## **Article 15. By-Laws**

15.1 The By-Laws of the **CRTR** may be rescinded, altered or added to by a Special Resolution in accordance with Article 16 of these by-laws

## **Article 16. Special Resolutions - Societies Act, R.S.A. 2000.**

16.1 A Special Resolution may be passed at a general meeting by a vote of at least seventy-five percent (75%) of all eligible members, in person or by mail ballot or proxy; provided that at least twenty-one (21) days were given of both the meeting and the intent to propose the resolution or all eligible members agree to waive notice.

## **Article 17. Dissolution**

17.1 In the event that the **CRTR** is dissolved, all of the assets of the **CRTR**, after payment of outstanding liabilities, will be donated to the Alberta STARS Foundation.