

Miniature Horse Club of Ontario

By-Laws 2002 Amended March 25, 2018

ARTICLE I – PREAMBLE

These By-Laws shall be deemed to be the By-Laws of the Miniature Horse Club of Ontario.

ARTICLE II – NAME

The name of this Club shall be the “Miniature Horse Club of Ontario”.

ARTICLE III – BOUNDARIES

The boundaries of the Miniature Horse Club of Ontario are as follows: The Province of Ontario. Though all Club activities shall be held within the boundaries as hereinbefore set forth, members are welcome from worldwide.

ARTICLE IV – OBJECTIVES

The purposes for which this Club is formed shall be defined as follows:

1. To gather and make available any information about Miniature horses to all members and to anyone at large, to the best of the Club’s abilities.
2. To encourage an ongoing improvement in the quality of Miniature horse stock through proper breeding programs and quality bloodline introduction.
3. To promote the appreciation and understanding of the Miniature as an ideal family horse, while maintaining the tradition of the breed.
4. To provide opportunities for members to utilize their Miniatures in various forms of recreation, be it shows, classes, events and family enjoyment.
5. To encourage fellowship among the members by arranging social events and activities for the members throughout the membership year.
6. The Club shall be operated without the purpose of monetary gain to any of the members and any surplus or accretions and physical assets of the Club shall be solely used for the purposes of the Club and for the promotion of its objectives.

ARTICLE V – MEMBERSHIP AND DUES

A. TYPES OF MEMBERS

1. Youth Member: Any individual 17 years and under as of January 1st of the current year.
2. Individual Member: Any individual 18 years of age or over as of January 1st of the current year.
3. Family Member: Any family whose members reside at the same address.
4. Farm or Business Member: Farm/Business membership consists of the owner(s) of the farm or business and any person assisting in working, showing, or handling horses owned by a member of the farm or business

B. TERMS OF MEMBERSHIP

1. The membership year shall be the calendar year with all memberships terminating on December 31st each year.
2. All members in good standing shall, as a matter of contract and except as hereinafter provided, enjoy the same rights and privileges and be subject to the same liabilities as the original incorporators of this Club. No member who is in arrears of membership or other fees or dues shall enjoy such rights.

3. A member in good standing is a member who has complied with the regulations as hereinbefore and hereinafter set forth and who is not in arrears of membership or other fees. This includes completion and submission of all membership forms, entry forms, etc. as required by the MHCO.
4. No member shall hold office, or be entitled to vote at a meeting or give notice to amend these By-Laws, if, at the time; the member is in arrears of membership or other fees or dues.
5. For membership purposes the Club recognizes any and all Miniature horse registries. The Club holds the right to ask for documented evidence of such registration if so deemed necessary. A registration in progress shall be deemed a recognized registration with proof of the application.
6. Members whose conduct is considered by the Executive Committee to be contrary to the stated purposes of the Club shall be asked by that committee to explain or justify their actions. If these members are unwilling or unable to do so, they shall be asked by the Executive Committee to resign from the Club. If they do not resign, the Executive Committee shall give proper notice of motion, to be considered at the next general meeting, requesting either a verbal warning or expulsion of these members. A copy of this motion shall be communicated to the members concerned in time for those persons to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds majority in a secret ballot conducted at the meeting. The members concerned shall be invited to attend the meeting and explain their positions before the vote is taken. Any member who has been disciplined or asked to resign or removed from any position will not be permitted to run in the next MHCO Election.
7. The annual dues to be reviewed and adjusted if necessary at the end of each fiscal year are payable in advance on or before December 31 of each year. Members in arrears shall have all membership privileges suspended on December 31 until such time as membership dues are paid in full including any late payment administrative fees. All Membership forms must be completed in their entirety, and signed otherwise membership privileges will be revoked. Any membership fees remitted to MHCO will be refunded.
8. The MHCO recognizes and follows each of the Miniature Horse Registries Rules of Conduct when applicable.

ARTICLE VI – VOTING

1. Each voting member, who must be 13 years of age or older, shall be entitled to the following votes at all regular and special meetings of the Club or on questionnaires circulated by the Secretary:
 - a. Youth – Youth, age 13 to 17 years of age, has one vote for youth matters only.
 - b. Individual - one vote
 - c. Family - two votes
 - d. Farm or Business - two votes

ARTICLE VII – OFFICERS AND DIRECTORS

1. There shall be four (4) elected officers, these being, the President, the Vice President, the Secretary, the Treasurer, and ex officio the Past President. All Officers must be voting members. Only one member per household or business may stand as an Officer. If the President of the MHCO has served two consecutive terms, they are not eligible to hold the office of Vice President for the following term.
2. The term of office for the officers of the Club shall be two (2) years with term beginning December 1st of current year. No person shall be eligible to hold office of President for more than two consecutive terms (four years). A waiting period of two (2) years is required before the Past President may run for the office of President again.
3. Elections shall be held at the last meeting of every even numbered year prior to November 30th.

4. Up to eight (8) Directors at Large, when so required as determined by membership population, shall be elected by popular vote of the membership. The term of office for a Director is two (2) years. All youth members of the club shall nominate a youth member who is 13 to 17 years of age to run in the election to become the Youth Representative. The Youth Representative will then be voted in by the membership at large. The Youth Representative may present a report in a specified time allotted at the beginning of each Director Meeting. This report can be presented either in person by the Youth Representative/Director or via submitted report to the Executive to present on their behalf. The Youth Representative/Director may be invited to attend Director Meetings in part or whole in some exceptions. As of the election of 2018, the Youth Representative/Director will be changed to Youth Ambassador.

5. The Executive Committee may decide if any past executive member shall become an Honorary Director. The Honorary Director shall be a member in good standing. The Honorary Director shall have voice but no vote at Executive Committee meetings. The term of service to be considered for an Honorary Director is a minimum 10 years on the Executive Committee. The Honorary Director's position will be reviewed in the year of MHCO Election.

6. The Officers and Directors as hereinbefore set forth shall constitute the Executive Committee, which shall be responsible for the formulation of Club policy, general progress of Club affairs and approving and coordinating classes, shows, and events for Miniature Horse Club members.

7. Any Individual who holds an Executive Officer position within any other miniature horse organization in Ontario shall not hold an Officer position (President, Vice President, Treasurer and Secretary), and including the Membership Coordinator on the Board of the Miniature Horse Club of Ontario. Director positions on the Miniature Horse Club of Ontario Board shall be limited to a maximum of two members from any other miniature horse organization within Ontario.

ARTICLE VIII – DUTIES OF OFFICERS

1. The President shall be the chief coordinating officer of the Club and, when present, shall preside at all meetings. She/he shall sign all bonds, deeds, contracts and other official documents of the Club. She/he shall perform all duties commonly incidental to her/his office and such additional duties, as the Executive Committee shall designate.

2. The Vice-President shall perform the duties of the President in her/his absence, or inability to act, and shall be directly responsible for Club activities and carry out the objectives of the Club.

3. The Secretary shall keep accurate Minutes of all meetings of the members and the Executive Committee and shall perform such duties as may be prescribed by the Executive Committee. She/he shall be responsible for proper filing of all Club correspondence and for maintenance of statistical records of the Club. The Secretary shall have the power to sign certificates of membership and general correspondence on behalf of the Club.

4. The Treasurer shall receive monies paid to the Club and shall be responsible for the deposit of those monies in the proper bank account. She/he shall account for the funds of the Club and shall keep such records and books, as may be directed by the Executive Committee. She/he shall present a detailed report of all receipts and disbursements to the Executive Committee whenever reasonably requested. She/he shall have the powers and duties commonly incidental to this office and shall be responsible to ascertain that all disbursements from the Club funds are fully authorized before payment.

5. Ex-Officio President shall preside over MHCO Elections and proceedings. She/he shall be responsible for any other duties assigned by the Executive Committee.

6. The Executive Committee shall exercise management of the affairs of the Club in accordance with these By-Laws. It shall be responsible for general management and shall devise ways and means to achieve the objectives of the Club within the scope of the By-Laws.

7. The Executive Committee shall be responsible for the choosing of the list of judges to be used at any MHCO event. They will compile a list of accepted judges and shall draw the order of contacting the judges, by lot. The judges used at the last year's show shall automatically be placed at the bottom of this contact list and shall only be used after all other judges have had first refusal

8. All Executive Committee members must attend the majority of meetings held each year. If an officer cannot attend a meeting, they shall contact the Secretary and President in writing with the reason for their absence.

9. If an Executive Committee member misses more than 2 consecutive meetings without a valid reason, the Executive Committee has the right to ask them to resign from their position.

10. Upon an Executive Committee member resigning or leaving office any property owned by MHCO must be turned over to the current Secretary or President within 30 days.

ARTICLE IX – DUTIES OF COMMITTEE CHAIRS

Membership Chair:

1. Be responsible for any and all duties concerning MHCO Memberships.
2. Obtain membership information received from the Treasurer via email sent to entire Executive (i.e. Membership forms and payment for new or renewal memberships, membership payment upgrades, etc.)
3. Assign membership numbers to new members and cross reference current member numbers that are renewing to ensure membership numbers are accurate.
4. Compose, prepare and mail (or e-mail) out membership recruitment letters and renewal notices.
5. Prepare and mail (or e-mail) out membership packages to new members within 10 days of joining the MHCO (i.e. Welcome to MHCO letter, MHCO by-Laws, Show rules, miscellaneous information).
6. Encourage new membership wherever possible and answer questions/inquiries from new members and/or the public with regards to membership.
7. Act as liaison between Members and Executive Board. Perform various miscellaneous tasks related to Membership issues.

Show Chair:

1. Be responsible for the running of the Point Series shows.
2. Ensure that duties are either done personally or by supervising committee members.
3. Liaise with the various fairs and locations to submit the class list, obtain the dates, suggest and/or hire the judges (according to the fair's policy).
4. Update the MHCO Calendar with date and information, and will ensure the Electronic Media Chair has the accurate class list posted on the website, and other media.
5. Have a current membership list to enable point counting. Accept entries and organize entry packages and accounts. Make class entry sheets for the judge. Make the announcer/record sheets for each show.
6. Work with the Technical Delegate to set the courses for each show.
7. Ensure the proper trophies for the championships have been ordered for each show.
8. Co-ordinate the ground crew members so each show is covered.
9. Ensure that the records at each show are properly kept.

10. Ensure that the judge at each show is properly tended to.
 - i. this includes her/him being mailed a package with directions, class list and rules
 - ii. assign an assistant for the judge at the show when requested,
 - iii. having a place for the judge to rest,
 - iv. making sure that lunch has been provided for the judge,
 - v. finding persons to hand out ribbons, and
 - vi. ensuring the judge is paid at the end of the day.
11. Maintain the judge's and record sheets from each show for the year,
12. Tally the points for year-end awards and submitting the finalized list
13. Work with the awards committee to ensure all trophies are ordered to be ready by the banquet.

Electronic Media Chair:

1. Maintain the MHCO website in a timely manner.
2. Keep all information posted as up to date as possible.
3. Maintain the website content to keep it new to attract viewers.
4. Ensure that the links on the Links page are active and to add sites that are of proper content, and subtract those that are not.
5. Ensure that the web ring information for the Canadian Miniature Horse United is up to date, when possible.
6. Ensure the domain registration is up to date.
7. Ensure any other Electronic Media/Social Network information is kept accurate.

Technical Delegate:

1. Be responsible for the safety of the running of the club's Point Series horse shows.
2. Liaise with the Show Chair to choose the obstacle, hunter, jumper and driving courses for the show day.
3. Supervise the setting of these courses for accuracy and safety; ensure the courses are maintained during the class to keep them the same for each competitor.
4. Assess the condition of the show grounds for safety and to cancel any classes that are deemed not safe.
5. Moderate in any dispute with regards to the running of said classes, and to have the authority to make judgments in these disputes.

OEF Liaison:

1. Ensure that her/his contact information is listed with the OEF
2. Attend OEF affiliate meetings if possible
3. Ensure yearly dues are paid
4. Collect from the membership, all information pertaining to the government grant, to fill out and submit this grant on time.
5. Liaise between the OEF and the MHCO on all pertinent matters and to follow up on any and all of these matters.
6. Co-ordinate horses and booth attendees at the Royal Winter fair if the executive decides to have a booth.

Social Committee Chair:

1. Arrange the venue for meetings and socials.
2. Arrange speakers at meetings and clinics.
3. Arrange activities at meetings and socials.
4. Ensure set up and cleanup is performed for events.
5. Ensure that the venue is left as it was found.

ARTICLE X – MEETINGS

- 1. At least two (2) general meetings shall be held annually upon three (3) weeks’ notice. Special meetings may be held at any time upon the call of the President.
- 2. The general membership shall retain all powers of the Club except those delegated in these By-Laws to the Executive Committee.
- 3. A special meeting of the Executive Committee shall be called to authorize expenditures of \$100.00 or more. These special Executive Committee meetings may also be handled by phone or email.
- 4. General Meetings require a quorum of at least 10 members, and a minimum of half the Executive Committee.
- 5. Executive Committee Meetings require a quorum of at least fifty one percent (51%) of Executive Committee members.

ARTICLE XI – VACANCIES

- 1. Any Officer or Director of the Club may resign during her/his term of office by giving written notice to the Secretary and President of the Club. Such vacancy may be filled by appointment by the Executive Committee until the next normal election. Officer positions must be filled.
- 2. The members may, by two-thirds majority vote, remove from office any officer or director and appoint a successor for the remainder of the term.
- 3. The Executive Committee may, by a two-thirds majority vote, remove an agent or member appointed by the Executive Committee from any committee.

ARTICLE XII – FINANCES

- 1. The fiscal year of the Club shall be from December 1st of any year to November 30th of the following year.
- 2. Upon dissolution of the Club, all monies and other assets shall be immediately disbursed to a recognized registered Canadian Horse charity, as voted on at time of dissolution.
- 3. No Officer or Director or member of a committee shall receive any remuneration for duties performed on behalf of the Club, but these persons may be reimbursed for reasonable expenses incurred while performing these duties provided these expenses have been preapproved by the Executive Committee.

ARTICLE XII – RULES OF ORDER

- 1. The rules contained in 21st Century Robert’s Rules of Order shall govern the Club in all procedural matters not contained in these By-Laws.

ARTICLE XIII – AMENDMENTS

- 1. These By-Laws may be amended by approval of a motion by a two-thirds majority of votes cast at a general meeting, provided that at least three (3) weeks notice is given for such a motion.

Approved by the Executive Committee on **March 25, 2018** -Signatures:

President _____ Vice- President _____

Secretary _____ Treasurer _____