



# Constitution and By-Laws of the Northern Horse & Mule Harness Association

Original deposition 28 February 2007;

Revisions 5 March 2013, 4 March 2014, 1 March 2016, 14 August 2018 and 8 March 2022

**Article # 1** – Name: The name of this organization shall be the Northern Horse and Mule Harness Association (“Association” or “NHMHA”).

**Article # 2** – Purpose: The aim and purpose of this Association is to support and promote the driving discipline; to further encourage the development and improvement of the “driving horse”; to increase contact and communication with other driving organizations holding similar interests; to display for and to familiarize the general public with driving horses for whatever their intended use and the enjoyment of all concerned.

## BY-LAWS

**Article # 1** – Membership: Shall be open to any person(s) desirous of supporting the Association actively and/or morally. The person(s) may apply to the **Board of Directors (“Executive”)** for membership in the Association or be sponsored by a member in good standing, and on acceptance of membership, shall become a member.

**A Member must be in good standing for a period of one year before being eligible to serve on the Executive.**

Every member shall uphold the Constitution and comply with these By-Laws. A person shall cease to be a member of the Association:

- a) by delivering his/her resignation in writing **or Email to the Secretary of the Association**, or by mailing or delivering it to the address of the Association
- b) on being expelled by vote **of the Executive**, or
- c) on having been a member not in good standing for twelve (12) consecutive months
- d) on his/her death or in the case of a corporation, on dissolution.

Cancellation of a membership shall be the responsibility of the club members **and Executive**, for due and good reason only. Any of the following shall be deemed good reason:

- a) non-payment of membership fees
- b) flagrant disregard of the Association’s Constitution and By-laws
- c) **on being expelled through vote by the Executive and after the member has received notice by registered mail or by being personally served**
- d) personal conduct deemed damaging to the Association and/or its members at any time, **as determined by the Executive.**

**A member shall be given thirty (30) days written notice before** Cancellation becomes final **after thirty (30) days of the above-noted reasons.** Within this period if the member can show just cause, the decision may be rescinded at the discretion of the Executive (minimum number of Executive must be three).

A current register of membership shall be kept **by the Secretary.**

**Article # 2 – Fees:** A membership fee shall be assessed by members in good standing on an annual basis. This fee shall be collected at, or before, each annual **general meeting (“AGM”)**, by the Treasurer.

Membership fees are to be paid before any person(s) shall be deemed a “member in good standing” and therefore eligible to vote **and/or hold office**.

Membership fees for a fiscal year will be payment in full to and including the last day of February. Anyone joining after this date will be carried forward to the end of that fiscal year.

A family membership is restricted to a maximum of two (2) votes on any one (1) issue.

**Article # 3 – Fiscal Year:** The business fiscal year of the Association will begin January 1 and end December 31 (this change **was implemented starting** in 2019) .

**Article # 4 – Executive, Elections and Duties:** The Executive of this Association shall consist of at least seven (7) officials. These officials shall be elected from **eligible** members in good standing at the Annual General Meeting (AGM). The Executive shall be made up of at least three (3) Directors and a President, Vice-President, Secretary and Treasurer. The role of ‘Activities Program Director’ may be held by a member of the Executive, or by an **eligible** Association member in good standing.

The term of office shall be for a period of two (2) years; each official shall be eligible for re-election to the same office for a new term without restriction on number of terms served. ~~unless another incumbent wishes to serve in the role after three (3) terms have expired for the original director.~~

Any personal expenses incurred by a member of the Association while engaged in the affairs of the Association may be presented to the Treasurer after first obtaining the signature of at least two (2) of the Executive, and/or being passed by the membership.

In the event of a loss of an officer a successor may be elected by the membership. An appointment shall be until the conclusion of the next AGM of the Association.

The business of the Association shall be under the direction of the Executive.

A Committee shall elect a chairman of its meetings. The members of a Committee shall meet and adjourn as they think proper.

*The President* – Shall be present and preside at all Executive and general meetings. This person shall exercise a general supervision of the affairs of the Association.

*The Vice-President* – In the absence of, or upon the request of, the President shall perform the duties of the President, holding the same powers as the President.

*The Treasurer* – Shall keep a full and true account of all receipts and expenditures, assets and liabilities, and all business transactions of the Association in a designated book kept for that purpose.

All associated funds shall be kept in a Chartered Bank or Credit Union approved by the membership.

All payments by or on behalf of the Association made by cheque shall be signed by the Treasurer and one (1) or more of the Executive, to be designated by agreement of the officials concerned.

The Treasurer shall make available all financial records of the Association to an **Auditor Committee of two (2) persons who have been voted to this official capacity** from ~~and~~ **by** members in good standing, or an outside Auditor approved by the Executive.

*The Secretary* – Shall conduct the correspondence of the Association. The Secretary shall have custody of all records and documents of the Association, except those required to be kept by the Treasurer.

The Secretary shall maintain the Register of Members. In the absence of the Secretary from a meeting, the Executive shall appoint another person to act as Secretary at the meeting.

*The Activities Program Director* –shall coordinate all Association activities / events. Individuals or Committees may be formed to conduct the events but **the events** must be sanctioned through the Activities Program Director in order **to** have Association status. The Executive must be consulted if Association funds are required as it is their role to direct the business of the Association.

**Article # 5** – Meetings: A written or emailed notice of the AGM shall be sent to each member of the association to the address listed in the membership register, not less than (7) days before the AGM date.

Every member in good standing, and present at a General, Annual General or Extra-ordinary meeting of the Association shall be entitled to only one (1) vote on each item calling for a vote at said meeting.

There will be no voting by proxy.

The business to be considered at the AGM of the Association shall consist of a Summary by the President on the last fiscal year's progress and/or accomplishments, presentation of the audited financial report, and other such business as may be presented by the members who are present. Final order of business shall be the election of Executive for the coming fiscal year.

A minimum of three (3) members of the Executive plus three (3) members in good standing shall constitute a Quorum for the transaction of business at a General, Annual General or Extra-ordinary meeting of the Association.

**Article # 6** – Disposal of Assets: On the dissolution of this Association, after all debts have been paid, any assets and disbursements will be decided by **the** membership.

**Article # 7** – Borrowing: Neither the Executive **Committee** nor any other member of the Association shall borrow any money thereby making the Association liable for repayment, except by Special Resolution.

**Article # 8** – Changes to the Constitution or By-laws may be made only at an AGM or Extra-ordinary meeting and must be passed with a 75% vote as per Roger's Rules of Order.