



New Brunswick Equestrian
Association
Constitution

Revised:
November 13, 2016

Mission Statement:

New Brunswick Equestrian Association

The New Brunswick Equestrian Association serves as an umbrella organization for all equestrian activities and promotes horsemanship at all skill levels through education.

New Brunswick Equestrian Association

CONSTITUTION

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New Brunswick Equestrian Association

CONSTITUTION

PREAMBLE

By-Law No.1

Being a By-law for a regulation of the affairs of the Corporation.

WHEREAS by its act of incorporation under the Companies Act of New Brunswick S.N.B. Chap. 13, the New Brunswick Equestrian Association Inc. is empowered to make rules or by-laws for the general organization, conduct, administration, and management of the corporation and to alter or repeal the same and make new by-Laws.

NOW THEREFORE, the New Brunswick Equestrian Association Inc. does hereby:

- (1) Repeal all By-laws of the Association hereinbefore made and,
- (2) enact as and from the date hereof that the provisions hereinafter set out and contained in this By-law No. 1 shall be the general by-law for the regulating of the affairs of the Association.

The New Brunswick Equestrian Association is the sport governing body which functions as an umbrella organization for all equestrian activities following Equine Canada rules. NBEA facilitates safe horsemanship at all skill levels through certified coaches/officials and sanctioned competitions and educational programs.

CORPORATE SEAL

1. The Seal of the New Brunswick Equestrian Association Inc. hereinafter called "The Association" shall be in such form as shall be prescribed by the Directors of the Association and shall have the words "New Brunswick Equestrian Association Inc." endorsed thereon.

MEMBERSHIP

2. A. Memberships in the Association shall consist of the following classes:
 - 1) Club Membership – such members shall be entitled to one vote per club at any Association's annual or special meeting, may apply provincially / regionally for various subsidized projects, and shall receive newsletters.
 - 2) Individual Senior Membership (members 18 years of age or over as of January 1st of the current year) – shall be entitled to one vote per person at any Association's annual or special meeting, may participate in all provincial programs and shall receive a newsletter.

- 3) Individual Junior Membership (Members under 18 years of age as of January 1st of the current year) -shall receive the same benefits as individual senior membership with the exception of the right to vote at annual or special meetings of the Association.
- 4) Honorary Membership (persons or organizations which shall have been elected honorary life membership by the Board of Directors) – shall receive the same benefits as senior individual membership.
- 5) Show Membership (those recognized horse shows operating under the auspices of Equine Canada).

- B. All Membership applications shall be in a form prescribed by the Association.
- C. All applications for membership in the Association shall be addressed to the membership chairperson.
- D. Any member may be required to resign by a vote of three-quarters of the votes cast by members present at an annual meeting or by three-quarters of the votes cast at a meeting of Directors provided that any such member shall have been granted an opportunity to be heard through the Disciplinary Committee. Failing such resignation, the membership shall be cancelled without notice. Only complaints deemed injurious to the character, name, conduct or interest of the Association shall be considered for disciplinary action.

ANNUAL DUES

3.
 - A. Annual dues for each class of membership (except honorary life members) shall be established from time to time by a resolution of the Board of Directors.
 - B. The Annual dues payable to the Association shall be due on or before the 1st day of January of each calendar year. Dues shall be paid to NBEA on or before the 31st day of March of the current calendar year. Anyone registering for a membership renewal after this date will be required, in addition to the annual dues, submit a late fee. The amount of the late fee required will be set by resolution of the Board of Directors. Dues shall be paid by new members at any time during the current calendar year without the requirement to submit a late fee.

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MEETING OF MEMBERS

4.
 - A. The Annual General Meeting of the Association will be held once per calendar year at such date, time, and place as the Board of Directors may designate.

- B. Thirty (30) days prior notice in writing shall be given to each member of the Association of the Annual General Meeting, at which time a general agenda and proxy form will be attached.
- C. At least twenty (20) of the members in good standing and present in person shall constitute a quorum at all meetings of the membership whether it be the general annual meeting or a special general meeting.
- D. A special general meeting of the membership shall be called when requested in writing by not less than five (5) Directors and upon the secretary giving twenty-one (21) days prior notice to the members.
- E. Any five (5) members of the Association shall be entitled to give notice of an item for inclusion on the agenda of Annual General Meetings providing a notice in writing is received by the secretary fourteen (14) days prior to the meeting.
- F. The business of the Annual General Meeting shall be:
 - 1) To receive the report of the President on behalf of the Board;
 - 2) To receive the report of the Treasurer;
 - 3) To elect Directors for the ensuing year to the number required ;
 - 4) To transact any special business properly brought before the meeting;
 - 5) To transact such other business as is normally transacted at the Annual General Meeting; and
 - 6) To ratify the action of the directors.

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VOTING

- 5.
 - A. Subject to Subsections B and C and 2A each member shall have one vote at the Annual General Meeting and special general meetings of the Association.
 - B. The right to vote does not vest in a member until thirty (30) days after the acceptance of the applicant's application for membership in the Association.
 - C. Proxy voting will be permitted at the annual or special general meetings of the Association using the prescribed form which shall be provided by the secretary with the notice of meeting. Each member is entitled to carry two proxy votes.
 - D. The proxy form will be as prescribed by the board of Directors from time to time.
 - E. All voting by proxy shall be done by members of the Association in good standing and must be authenticated one half hour prior to the beginning of the meeting.

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F. All clubs holding a club membership are entitled to one vote. Designates for clubs must present a letter showing proof of their voting designation at the time of voting registrations.

G. All voting members must register prior to the beginning of the meeting.

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H. At all meetings of members of the Association, every decision shall be determined by a majority of votes unless otherwise specifically provided by the Constitution. Voting for the positions of Directors-at-Large will be done by plurality.

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BOARD OF DIRECTORS

6.

A. The affairs of the Association shall be managed by a Board of Directors all of whom shall be members of the Association elected or appointed as herein provided (See Appendix A):

1) The Board of Directors shall nominate and elect the Executive Committee. The Executive Committee must be chosen from those who have been elected as Directors at Large at the AGM of the Association. The Association shall consist of the following Divisions:

- (1) Zones
- (2) Recreation
- (3) Breeds & Industry
- (4) Western Education
- (5) English Education
- (6) Sport

2) The Board of Directors shall consist of the following:

- 4-7 Directors at Large
- 2 Zone Division Representatives
- 1 Recreation Division Representative
- 1 Breeds and Industry Division Representative
- 1 Western Education Division Representative
- 1 English Education Division Representative
- 2 Sport Division Representatives

Division Representatives are responsible for communication flow between the Board and their respective Divisions.

3) (i) A minimum of four (4) up to a maximum of seven (7) Directors at Large may be elected to the Board of Directors by the membership at the Annual General Meeting called for that purpose.

(ii) Individuals assenting nominations for Directors at Large MAY NOT be the representative of Division on the Board of Directors. Current Division representatives wishing to assent nominations for Directors at Large must first resign their position as a Division representative.

- E. Directors, as such, shall not receive any remuneration for their services, by resolution of the board of Directors, expenses for their attendance may be allowed for their attendance at each regular or special meeting of the Board.
- F. All, directors, officers and members of the New Brunswick Equestrian Association board and members of committees, with the exception of the Executive director who holds a salary position, shall serve their terms of office without remuneration except for reimbursement of expenses in accordance with Policies approved by the Board. The NBEA may provide a salary to a board member who temporarily and non-competitively fulfills the duties of the vacant Executive Director or the contracted duties vacated by a non board member.
- G. One-half of the members of the Board of Directors shall constitute a quorum.
- H. A Director shall hold office until the next annual meeting of members following his election to the Board or appointment as an officer in the Association.
- I. The office of Director shall be vacated:

- 1) If a Director shall resign his office by delivering a written resignation to the secretary;

- 2) If at a special meeting of the Directors called for that purpose a resolution is passed by three-quarters of those present at the meeting that he be removed from office;

- 3) On death;

- 4) Any directors who fails to attend three meetings of the Board is deemed to have resigned from the Board.

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- 5) It is provided that, if any vacancy shall occur for any reason contained in this paragraph, the Directors may by resolution fill the vacancy with a person in good standing in the Association until the Annual General Meeting.

- I. Every director or officer of the Association or other person who has undertaken or is about to undertake any liability on behalf of the Association and their heirs, executors and administrators, and estate effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association from and against:

- 1) All costs, charges and expenses which such director, officer, or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter, or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;

- 2) All other costs, charges, and expenses which he sustains or incurs in or about in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.

OFFICERS

7.

A. Immediately following the elections at the Annual General Meeting, the officers of the Association shall be elected by the Board of Directors from those individuals elected as Directors at Large. Directors at Large MAY NOT represent disciplines or zones. These officer positions shall be:

- 1) President -The president shall be the chief executive officer of the Association and shall preside at all meetings of the Association and the Board of Directors. The President shall have the responsibility for the general and active management of the business of the Association. He shall see that all orders and resolutions of the Board are carried into effect and he shall sign all by-laws and other documents requiring the signature of the officers of the Association and shall authenticate the corporate seal. He shall also reserve the right to exercise the tie breaking vote in any event.
- 2) Vice-Presidents (one or two)- The Vice-President shall in the absence or disability of the President perform the duties of the President and such duties as shall from time to time be imposed upon him by the Board. Each Vice President with the aid of the President and Executive Director shall be responsible for overseeing the operations and transfer of communications, to and from, the Divisions. In the event that there are two elected VP's they shall each be responsible for 3 (three) Divisions Broken down as follows:
VP number 1 shall be responsible for Western Education Division, English Education Division and Sport Division.
VP number 2 shall be responsible for Breeds & Industry Division, Recreation Division, and Zones Division.
- 3) Secretary -The Secretary shall attend all sessions of the Board and all meetings of the members and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall be the custodian of the Seal. He shall perform such duties as may be prescribed by the Board of Directors or the President.
- 4) Treasurer -The Treasurer shall be responsible for establishing and maintaining a system of books, records, and management practices to provide reasonable assurance that: reliable financial information is produced; the assets of the Association are safeguarded and controlled; the transactions of the Association are in accordance with the relevant regulations, by-laws and other authorities of the Association; and the resources of the Association are managed efficiently and effectively. The Treasurer shall also be responsible for the integrity and objectivity of the

financial statements of the Association and shall render financial statements at each regular meeting of the Board of Directors.

- B. Together with the Past President, who Shall serve as an ex-officio member for one year, the officers will form the executive Committee which shall have such powers and duties subject to the paramount authority of the Board of Directors to:
- 1) Conduct day to day business of the Association between meetings of the Board of Directors.
 - 2) Interpret the rules and regulations and to carry out such objectives of the Association and to enforce them.
 - 3) Act as a hearing committee to investigate and review appeals and protest appeals from recognized member of the Association and invoke such penalties as may be permitted by the rules and regulations of the Association.
 - 4) Appoint a nominating committee, the chairman of which shall be the President or an appointee of the Executive Committee.
- C. Three (3) officers present shall constitute a quorum for meetings of the Executive Committee, members of which shall have one vote each.
- D. The President shall call meetings of the Executive Committee at any time and place and in any format, to be determined by the members of the Executive.
- E. The Executive Director shall be a non-voting member of the executive committee.

ELECTION OF DIRECTORS TO EQUINE CANADA

8. The incumbent President or appointee shall server as the individual member representative of the Provincial Division of Equine Canada. The Executive Director of the Association also holds a seat on the Provincial Division of EC. Each province carries only one vote, which is cast by the President or their delegate or by the ED if the President is not in attendance at the Provincial Division Meeting.

COMMITTEES AND REGULATIONS

9. A. The Board of Directors may strike committees and may prescribe such regulations not inconsistent with this By-Law relating to the management and operation of the Association as they deem expedient, provided that such regulations shall have force and effect only until the next Annual General Meeting of the members of

the Association when they shall be confirmed and, in default of confirmation at such Annual General Meeting of members, shall at and from that time cease to have force and effect.

- B. Each such committee shall discharge the function described by the Board of Directors as its terms of reference. Appointments to the committees shall ensure that the membership of the Association is represented on each committee on an equitable basis. Each committee shall report all action at least annually to the Board of Directors for presentation to the annual meeting of the Association for consideration by the members.
- C. Committee Chairpersons:
 - 1) Must be at minimum, a representative on a Division of the Association .
 - 2) Shall be appointed by the President subject to the approval by the Board of Directors.
 - 3) Shall seek out committee members whose appointments shall be subject to approval by the Board of Directors.
- D. The President and Executive Director are ex-officio member of all committees and as such shall receive notice of all committee meetings and minutes of same.
- E. The Board of Directors may appoint annually at least the standing committees listed hereunder and shall have the power to appoint additional committees from time to time as it shall deem necessary and appropriate.
 - 1) Finance Committee
 - 2) Competitions and Rules Committee
 - 3) Coaching Development Committee
 - 4) Membership Committee
 - 5) Medications Control Committee
 - 6) Strategic Planning Committee
 - 7) Officials Committee
 - 8) Membership Conduct Disciplinary Committee
 - 9) AGM Committee
 - 10) Nominations Committee

FISCAL YEAR

10. The fiscal year of the Association shall be from January 1st to December 31st.

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AMENDMENT OF CONSTITUTION

11.
 - A. This Constitution may be added to and/or altered and/or amended at any general meeting of the Association by a vote of not less than two thirds of the members present or represented at the meeting; provided, however, that the amendments, alterations, and/or additions have been submitted to the secretary of the Association soon enough to permit the secretary of the Association to give thirty (30) days notice in writing of the meeting and proposed amendments to all members of the Association.
 - B. Amendments to amendments may be approved and acted upon at the same meeting without previous notice.
 - C. Following approval by the members a copy of the amendment certified by the secretary shall be forthwith sent to the secretary of Equine Canada and to the Provincial Sport Branch.

AUDITOR

12. As prescribed by the Board of Directors, the accounts of the association shall be audited annually by an accredited professional. The remuneration of the auditor shall be approved by the Board of Directors.

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SIGNATURE AND CERTIFICATION OF DOCUMENTS

13. Contracts, documents or any instruments in writing requiring signature if the Association, shall be signed by one of the President, or Vice-President or Treasurer or Secretary and all contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The Board of Directors shall have power from time-to-time by By-law to appoint an officer or officers on behalf of the Association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing. The seal of the Association when required may be fixed to contracts, documents and instruments in writing as aforesaid or by any officer or officers appointed by resolution of the Board of directors.

ZONES

14. The Province shall be divided into the number of zones as provided for by the New Brunswick Culture and Sport Secretariat. (see map attached)

HEAD OFFICE

15. The head office of the Association shall be situated at either the address of the current secretary from year to year, or the designated business Head Quarters of the Association, as the case may be in the province of New Brunswick, or as may be determined from time to time by the Board of Directors.

DEFINITIONS

16. In this Constitution, the singular shall include the plural and the plural the singular; the masculine shall include the feminine.

PRIVACY OFFICER

17. The organization shall appoint a Privacy Officer, under the terms and conditions of the *Personal Information Protection and Electronic Documents Act*, and the Privacy Officer shall maintain his/her post until such time as a successor is appointed.

Added October 24, 2009

ORDER OF PROCEDURE

18. Where not otherwise provided by these by-laws, the order of procedure at meetings of the Company shall be according to the latest edition of *Call to Order* by *Herb Perry*.

Added October 24, 2009

19. The New Brunswick Equestrian Association shall be bound by Equine Canada's Conflict of Interest Guidelines for Councils and Committees.

Added November 28, 2010