

CONSTITUTION AND BY-LAWS  
OF THE  
KELOWNA RIDING CLUB

LOCATED IN THE CITY OF KELOWNA,  
PROVINCE OF BRITISH COLUMBIA

(as revised June 2002)

(with additions Dec. 2021)

## **CONSTITUTION**

### ARTICLE I NAME

The name of the society is the Kelowna Riding Club, hereinafter referred to as the Club.

### ARTICLE II PURPOSE

The purposes of the Club are to:

- i) Encourage safe knowledgeable horsemanship and promote high standards of ethics, sportsmanship and the welfare of the horse.
- ii) Bring together those who are interested in equestrian pursuits for mutual enjoyment of and benefit from such pursuits.
- iii) Organize, promote, and manage such affairs as horse shows, horse trials, rides, lectures and demonstrations, or such other events as may be considered by the members to be appropriate to the purposes of the Club.

## **BYLAWS**

### ARTICLE Ia PREVIOUSLY UNALTERABLE DISSOLUTION CLAUSE

Upon winding up or dissolution of the Club, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to a registered charity or registered charities in British Columbia as defined in the Income Tax Act (Canada) as may be determined by the members of the Club at the time of winding up or dissolution. This provision was previously unalterable.

### ARTICLE I MEMBERSHIP

- i) **QUALIFICATIONS** - Any person who is interested in the furtherance of the purposes for which the Club is formed and who is willing to abide by the provisions of these By-Laws shall be eligible for membership.
- ii) **TERMS OF MEMBERSHIP**
  - a) The term of membership of a member shall begin at the time of his acceptance into membership and shall continue (except as otherwise provided elsewhere in this Art. I) until the conclusion of the next ensuing Annual General Meeting of the Club.

- b) The term of membership may be extended annually by payment of the appropriate dues and assessments as shall be from time to time decided upon as provided by the terms of Art. II of these By-laws.

iii) **PROCEDURE FOR OBTAINING MEMBERSHIP**

- a) Application for membership may be made in writing on the prescribed form to any Director of the Club or the Chairman of the Membership Committee.
- b) Such application shall be considered by a quorum of the Executive as defined in Art. V Sec. (ii), at its next ensuing regular meeting and shall be approved or rejected, as shall be deemed appropriate, by a two-thirds (or larger) majority of such quorum.
- c) The Secretary shall notify the applicant of the Executive's decision.
- d) If the application for membership is approved, the applicant shall become a member of the Club immediately upon such approval and the payment of such fees and dues as are appropriate to the class of membership to which he has been accepted.

iv) **CATEGORIES OF MEMBERSHIP**

- a) The membership of the Club shall be classified as follows:
  - 1) Riding Members
  - 2) Associate Members
  - 3) Honorary Life Members
  - 4) Non-Resident Members
  - 5) Affiliate Members - approved Clubs or Associations
- b) **RIDING MEMBERSHIP** - shall be comprised of those members who are, or who intend to be, actively engaged in the equestrian functions of the Club as outlined in the Purpose.
- c) **RIDING MEMBERSHIP** shall be further classified as follows:
  - 1) **JUNIOR MEMBERS** - This classification shall include members who have not reached their thirteenth birthday as of the first day of January of the current year.
  - 2) **INTERMEDIATE MEMBERS** - This classification shall include members who have reached their thirteenth but not

their eighteenth birthday as of the first day of January of the current year.

- 3) SENIOR MEMBERS - This classification shall include those members who have reached their eighteenth birthday prior to the first day of January of the current year.
- d) ASSOCIATE MEMBERSHIP - This classification shall include those members who are interested in supporting and advancing the purposes of the Club as outlined in the Purpose but are not intending to ride at the Club.
- e) HONORARY LIFE MEMBERSHIP
  - 1) This classification of membership shall consist of individuals who have contributed in an outstanding manner to the advancement of the welfare and stature of the Club.
  - 2) Honorary Life Membership shall be granted only to Senior Members.
  - 3) Recommendation for Honorary Life Membership shall be presented in writing to the Executive for consideration and shall be signed by at least three Senior Members in good standing.
  - 4) Such recommendation shall be considered by a quorum of the Executive as defined in Art. V Sec. (ii) at its next ensuing regular meeting and, if approved by a two-thirds majority of such quorum, shall be presented as a recommendation to the next ensuing Annual General Meeting for approval. At said Annual Meeting voting on such recommendation shall be by secret ballot and shall require a two-thirds majority vote of a quorum as defined in Art. V Sec. (i) for its acceptance.
  - 5) Honorary Life Members shall not be required to pay annual dues or special assessments but otherwise shall have all of the rights, privileges, and obligations of other Senior Members.
- f) NON-RESIDENT MEMBERSHIP - This classification of membership shall consist of persons who satisfy the qualifications outlined in Art. IV Sec. (i) but who live at a distance of fifty-five kilometres or more from the center of the City of Kelowna. They

shall have all the privileges of Riding Membership except that they shall not be permitted to hold office in the Club.

- g) AFFILIATE MEMBERSHIP - This classification of membership is comprised of Organizations, Associations, or other Clubs which promote equestrian pursuits and support the purposes of the Kelowna Riding Club as outlined in the Purpose.
- v) TERMINATION OF MEMBERSHIP
  - a) Any member may resign his membership by indicating such intention to the Executive in writing. Except under exceptional circumstances such resigning member will not be entitled to a refund of any dues or assessments which shall have been paid by him to the Club.
  - b) Membership may be terminated as a result of non-payment of dues within the prescribed period as outlined in Art. III Sec. (iv) of these By-Laws.
  - c)
    - 1) A member guilty of unsportsmanlike or unethical conduct at any activity of this Club or similar organization, or guilty of any form of gross misconduct which would discredit the Club, may be requested by the Executive to resign from the Club.
    - 2) If such resignation has not been tendered within seven days of such request having been made, the Executive shall suspend him from membership.
    - 3) Within thirty days of such suspension a Special General Meeting shall be called by the Executive to consider the facts of the case. If a two-thirds majority of a quorum as defined in Art. V Sec. (i) present at such Special General Meeting shall so agree, the aforesaid member shall be expelled from the Club. Voting on the motion to expel shall be by secret ballot.

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The items between these lines were discussed at the Dec. 2021 AGM and the items in blue were voted in. The rest of the membership section has yet to be voted on.

### **1.6 MEMBER DISCIPLINE OR NOT IN GOOD STANDING**

A Member guilty of unsportsmanlike or unethical conduct at any activity of The Club, or guilty of any form of gross misconduct that would discredit The club, may be disciplined, suspended, or expelled from The Club by the **Board**.

- 1.6.1 discipline and suspensions – a Member may be disciplined in accordance with The Club’s policies and procedures as set by the Board from time to time; and following Safe Sport’s objectives to ensure a sport culture and environment that is empowering, positive, inclusive, and equitable for all participants free from abuse, harassment, and discrimination.

- 1.6.2 a member will be sent a written notice with reasons for proposed discipline or expulsion and have the opportunity to make representations, prior to the vote, to the society executive within 21 days in writing. The resolution for discipline or expulsion should also be accompanied by a brief statement of the reasons for the action taken.
- 1.6.3 dues payable: any dues, subscriptions, or other monies owed to The Club by disciplined Members will remain due.

A Member is not in good standing if the Member is suspended, expelled, or fails to pay any subscription or debt due and owing by the Member to The Club, or as determined by the Board. The Member is not in good standing for so long as those dues or debt remain unpaid or the suspension is in effect. Members are able to reapply for membership which would be assessed as per 1.3 Admission of Members.

### **1.7 TRANSFER AND TERMINATION OF MEMBERSHIP**

- 1.7.1 Membership in The Club is non-transferable.
- 1.7.2 Except under exceptional circumstances the termination of a membership shall not entitle the Member to a refund of any dues or assessments which shall have been paid to The Club.
- 1.7.3 Membership in The Club will terminate immediately upon:
  - 1.7.3.1 the expiration of the Member's annual membership, unless renewed in accordance with these Bylaws
  - 1.7.3.2 the resignation by the Member by giving written notice to The Club;
  - 1.7.3.3 the Member's death; or in the case of a club or affiliate its dissolution; or
  - 1.7.3.4 a Member may be expelled by a resolution passed by a majority vote by the Board.

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## ARTICLE II DUTIES, OBLIGATIONS AND PRIVILEGES OF MEMBERS

- i) Each member shall be entitled to receive not less than 14 days written notice of all regular and special meetings of the general membership. In the event that two or more members of a family hold membership in the

Club, notification of any one of them shall be deemed to be notification of each of them, provided that they receive their mail at the same address.

- ii) Only Riding, Honorary, and Non-Resident Members in good standing shall be eligible to participate in organized riding activities. All members in good standing may be permitted participation in non-riding activities.
- iii) Riding Senior and Intermediate Members, Associate, and Honorary Life Members in good standing shall be entitled to vote and hold office in the Club.
- iv) All members shall conduct themselves in a responsible manner and shall not by their conduct damage the reputation of the Club.
- v) Members shall be cognizant of, and abide by, all civic, Provincial, and National laws and regulations pertaining to equestrian pursuits, particularly as they apply to traffic, safety, and preservation of public and private property, and the humane treatment of animals.
- vi) Members shall be cognizant of and abide by the Constitution and By-Laws of the Club as they now stand or as they may hereafter be legally amended or altered. Acceptance of membership in the Club shall be deemed to imply acceptance of this obligation.

### ARTICLE III DUES AND ASSESSMENTS

- i) The amount required for annual dues for each category of membership (except for Honorary Life Membership) shall be decided upon by a two-thirds majority vote of a quorum as defined in Art. V Sec. (i) at an Annual General Meeting.
- ii) Annual dues for the ensuing year shall be due and payable at the conclusion of each Annual General Meeting and shall be considered to be in arrears if unpaid sixty days after such meeting.
- iii) A member whose dues are unpaid after a period of sixty days, as stipulated in the paragraph immediately preceding, shall be so notified in writing by the Secretary. He may, however, be reinstated as a member if such delinquent dues are paid within a period of fourteen days from the date of such suspension.
- iv) If the dues of a member suspended for non-payment as stipulated in Sec. (iii) above are not paid within the stated period of grace he shall cease to be a member of the Club and if he desires to resume his membership

shall be required to make application for membership as outlined in Art. I Sec. (iii).

- v) Notwithstanding the provisions of Sec. (iv) immediately preceding, a Riding Junior Member or Intermediate Member advancing to the next classification of membership because of age change shall be required to pay no additional fees or assessments but shall be required to pay only the annual dues appropriate to the membership classification to which he has advanced.
- vi) Annual dues for Non-Resident Members shall be one half of those of the corresponding Riding Membership classification.
- vii) In addition to the Annual Dues as stipulated in this Art. 111, there may, from time to time, be special assessments levied against the members for special purposes. Such proposed assessments shall require for their adoption an affirmative vote of a two-thirds majority of a quorum of a General Meeting as defined in Art. V Sec. (i).

#### ARTICLE IV MEETINGS

- i) The Annual General Meeting of the Club shall be held in November or December of each year, the date to be determined by the Executive. Not less than 14 days written notice will be given to those members entitled to receive notice of a general meeting.
- ii) Special General Meetings may be called from time to time at the discretion of the Executive. Also, a Special General Meeting shall be held if such is requested by 10% or more of Voting Members in good standing; such request must be submitted in writing to the Executive and must be signed by the members making such request. Not less than 14 days written notice will be given to those members entitled to receive notice of a general meeting.
- iii) At all General Meetings of the Club, each member present who is entitled to vote shall have one vote. Voting by proxy is not permitted.
- iv) Only Riding or Associate Members who are Senior and Intermediate Members and Honorary Life Members in good standing shall be entitled to vote. A member who is not in arrears as to fees, dues, assessments and whose membership has not been suspended or otherwise compromised as a result of application of any provisions of these By-Laws shall be deemed to be a member in good standing.



- v) Voting shall be by show of hands for routine motions which are not considered contentious, provided, however, that a standing vote may be requested by any member entitled to vote if the tally is close and the motion is considered by such member to be sufficiently contentious.
- vi) Voting shall be by secret ballot for the election of Directors and Honorary Members and for motions which are considered sufficiently contentious by a simple majority of a quorum as defined in Art. V Sec. (i) present at a General Meeting.
- vii) All meetings of the General Membership and of the Executive shall be conducted in accordance with the rules of parliamentary procedure as contained in Robert's Rules of Order. In the event of a dispute as to procedure the aforementioned Rules of Order shall be the determining factor.
- viii) AGENDA - The agenda at the Annual General Meeting of the Club shall be:
  - a) Call to order.
  - b) Reading of the minutes of the previous Annual General Meeting and reading of the minutes of all Special General Meetings which have not previously been approved.
  - c) Business arising out of the minutes and other unfinished business.
  - d) Communications.
  - e) Reports of Executive Officers and Chairmen of Standing and Special Committees.
  - f) New Business.
  - g) Appointment of auditors.
  - h) Election of Officers (and Honorary Life Members if any have been proposed).

ARTICLE V  
QUORUMS

- i) A quorum at any General Meeting of the Club shall consist of at least thirty percent, but not less than 3 persons, of the eligible Voting Members as set forth in Art. IV Sec. iv. Of this number at least fifty percent, but not less than 3 persons, must be Senior Members in good standing.

- ii) A quorum at any meeting of the Executive shall consist of at least fifty percent of the Directors holding office at the time of such meeting.

ARTICLE VI  
OFFICERS

- i) The elected officers of the Club shall be known as the Directors and together shall comprise the Executive. They shall be elected by secret ballot at each Annual General Meeting and shall hold office for terms as stipulated below.
- ii) To be eligible for nomination as a Director, a person must have been a Senior or Honorary Life Member of the Club for at least one year and must, at the time of the Annual General Meeting at which he stands for election, be a Senior or Honorary Life Member.
- iii) At the first election of Directors, the five persons receiving the largest numbers of votes shall hold office for a two-year term. The five persons receiving the next largest number of votes shall hold office for a one-year term. At subsequent elections five Directors shall be elected and they shall hold office for a two-year term. For the purpose of this Art. VI a Club year shall be deemed to be from one Annual General Meeting to the conclusion of the next ensuing Annual General Meeting.
- iv) If a vacancy should occur on the Executive during the year for any cause, the vacancy may be filled by a member appointed by the Executive. His term of office shall expire at the conclusion of the next ensuing Annual General Meeting. However, if he so desires he may permit his name to be submitted as a candidate for re-election.
- v) At the first meeting of the Executive following the Annual General Meeting they shall elect from among themselves a President, a Vice-President, a Treasurer and a Secretary.

- vi) In addition to the Directors elected as stipulated above, the Immediate Past-President of the Club shall be deemed to be a Director with power to exercise a vote in the decisions of the Executive.
- vii) The Directors shall receive no remuneration.
- viii) Any Directors missing more than three consecutive meetings of the Executive without an excuse considered valid by a quorum as defined in Art. V Sec. (ii) present at any meeting of the Executive shall cease to be a Director. Any Director not being able to attend a meeting shall notify the Secretary or President by phone.

ARTICLE VII  
DUTIES OF OFFICERS AND THEIR POWERS

- i) The PRESIDENT shall preside at all regular and special meetings of the general membership and of the Executive at which he is present. He shall be responsible for overseeing the observation by the members of the provision of these By-Laws. He shall give a report of the activities of the Club for the preceding year at each Annual General Meeting. Such report shall be in writing and shall become a part of the permanent records of the Club. He shall be a member ex-officio of all standing and special committees of the Club.
- ii) The VICE-PRESIDENT, in the absence of the President, shall assume all of the President's duties and have all of his authority. He shall also be expected to perform such other duties as assistant to the President as may be assigned to him.
- iii) The SECRETARY shall keep accurate and complete minutes of all meetings of the General Membership and of the Executive, call meetings on order of the President, attend to all correspondence and perform such other duties as ordinarily pertain to that office.
- iv) The TREASURER shall keep an accurate and up-to-date account of the assets and liabilities of the Club and shall be accountable for all funds entrusted to him. He shall be responsible for coordinating the budgeting activities of the Club and the various committees of the Club. He shall submit an up-to-date financial statement including a list of all cheques written at each Executive Meeting or at any time at the request of the Executive, and shall submit a yearly financial statement at each Annual General Meeting. The TREASURER shall maintain all the financial records in accordance with the financial operating procedures as approved by the Executive
- v) In the event that the President and Vice-President should both be absent from a meeting, a Past-President shall assume the duties of the President. The Past-President present whose term of office is most recent shall be the one to act.
- vi) The Executive may exercise the powers of the Club within the provisions of the British Columbia Societies Act except that they may not sell, lease, or otherwise alienate any real property of the Club. Such action must be approved by a two-thirds majority vote of a quorum as defined in Art. V Sec. (i) present at a General Meeting. The provisions of this Section shall not hinder the Executive from leasing the Clubhouse or Club Grounds on a casual basis as a means of raising funds for the Club.

- vii) In accordance with the Society Act, the Executive shall be entitled to borrow monies on behalf of the Club in an amount not exceeding One Thousand Dollars(\$ 1000.00). Borrowing of amounts in excess of this figure shall require the approval of a two-thirds majority of a quorum as defined in Art. V Sec. (i) present at a General Meeting.
- viii) The EXECUTIVE shall meet at least once in each calendar month and may, from time to time, hold special meetings as may be required for the proper conduct of the business of the Club.

ARTICLE VIII  
COMMITTEES AND THEIR DUTIES

- i) The committees of the Club shall be "Standing" and "Special". They shall be appointed by the President with the approval of the Executive. All committees shall abide by the financial operating procedures as approved by the Executive.
- ii) The STANDING COMMITTEES and their duties shall be:
  - a) MEMBERSHIP COMMITTEE - This committee shall consider ways and means of making membership in the Club increasingly beneficial and desirable. They shall also consider ways and means of encouraging those individuals who are not presently members, but who have good potential which could be of benefit to the Club, to seek membership. They shall also consider ways and means of fostering increasing co-operation and fellowship among existing membership.
  - b) NOMINATING COMMITTEE - This committee shall be responsible for the preparation of a slate of Directors to be presented for the consideration of the general membership at each Annual General Meeting.
  - c) BY-LAWS COMMITTEE - This committee shall be responsible for reviewing the Constitution and By-Laws of the Club at least annually and to suggest such additions or alterations as may from time to time be deemed appropriate or necessary. They shall also be responsible for ensuring that the master copy of the By-Laws is kept up to date following the alteration of any of its provisions pursuant to the provisions of Art. XV. In addition it shall be their responsibility to ensure that each member is notified in writing of such alterations.

- d) SPECIAL COMMITTEES - Shall be composed of members appropriate to the function to be performed and shall be appointed by the Executive from time to time as may required to carry out properly the functions of the club. Special Committees shall confine their work to the purpose for which they were appointed and shall report to the Executive. They shall not have power of action unless such is specifically granted by the motion which created the Committee.

ARTICLE IX  
VISITORS

- i) Non-members desiring to take part in any riding activities of the Club or to make use of the Clubhouse or other Club facilities shall require the permission of the President or of the Chairman of the Committee organizing such activity.
- ii) A Member desiring to bring a guest to any riding activity shall obtain, on behalf of his guest, permission as stipulated in Sec. (i) preceding.
- iii) Notwithstanding the provisions of the foregoing Sec. (i) and (ii), no guest shall be permitted to participate in any riding activity of the Club more than three times in one calendar year, unless they are a casual visitor to the Okanagan Valley.
- iv) The provisions of this Article shall not be deemed to apply to organized gymkhanas, shows, etc. where participation of non-members is assumed.

ARTICLE X  
SEAL

The seal of the Club shall remain in the custody of the Treasurer and shall be affixed to any document only on the authority of a resolution passed by a two-thirds majority of a quorum of the Executive as defined in Art. V Sec. (ii). It shall be affixed only in the presence of the President or his legal substitute and at least two other Directors of the Club.

ARTICLE XI  
AUDITOR

The books and accounts of the Club shall be audited annually by an auditor to be appointed at each Annual General Meeting by a simple majority of a quorum as defined in Art. V Sec. (i). Such auditor need not be a Chartered Accountant and may be a member of the Club.

ARTICLE XII  
INSPECTION OF RECORDS

- i) The books and records of the Club may be inspected by any member in good standing on the day of the Annual General Meeting up to a period of fifteen minutes before the meeting is slated to commence.
- ii) Any member in good standing may make a request to the Executive in writing at any time to inspect the books and records of the Club. Said books and records shall be produced by the President or his delegate within a period of seven days of the receipt of such request at a place to be mutually decided upon.

ARTICLE XIII  
ASSETS AND SIGNING OFFICERS

- i) The real property of the Club shall belong to the general membership and may not be leased, sold, assigned, or otherwise alienated unless such action is approved by a two-thirds majority of a quorum as defined in Art. V Sec. (i) present at a General Meeting. This Section, however, does not hinder the leasing of Club property on a casual basis as a means of raising funds for the Club.
- ii) The monies of the Club shall be deposited in a Branch of a Chartered Canadian Bank, or Credit Union. Such Branch to be chosen by the Executive.
- iii) In accordance with the Society Act, the Club may borrow from time to time such sums of money as may be required for the purpose of carrying out the business of the Club. If such amount is in excess of One Thousand Dollars (\$1000.00), authorization of a two-thirds majority quorum as defined in Art. V Sec. (i) present at a general meeting shall be required. For sums not in excess of One Thousand Dollars (\$1000.00), a loan on behalf of the Club may be arranged by the Executive as stipulated in Art. VII Sec. (vii).
- iv) All payments made by or on behalf of the Club shall be by cheque drawn on the bank account of the Club and signed by at least two signing officers of the Club.
- v) The signing officers of the Club shall be any two of: the Treasurer, the President, the Vice-President.

ARTICLE XIV  
ADOPTION

These By-Laws, when approved and adopted by a 75% majority of a quorum as defined in Art. V Sec. (i) present at a General Meeting of the Club, shall replace any previous Constitutions, By-Laws, Rules, or Regulations.

ARTICLE XV  
AMENDMENTS

- i) These By-Laws may be amended or changed at any regular or special meeting of the General Membership of the Club. Notice of any motion proposing such change or amendment shall be delivered in writing to all members as stipulated in Art.II Sec.(i) of these By-Laws at least two weeks prior to the regular or Special General Meeting at which such motion will be put. Such motion shall require for its adoption a 75% majority vote of a quorum as defined in Art. V Sec. (i).
- ii) The resolution for amendment so made shall be effective on the date of its acceptance by the registrar as being in compliance with the Society Act, or if the resolution is accepted by the registrar and a later date is specified in the resolution, on that later date.
- iii) In any event these By-Laws shall be reviewed annually by the By-Laws Committee who shall report to the Executive at the next meeting of the latter body following such review.