

SOCIETIES ACT

SCHEDULE "A"

CONSTITUTION

1. The name of the Society is 'TOTEM SADDLE CLUB'.

2. The objects of the Society are:

The Totem Saddle Club is a volunteer based non-profit sport organization in Northern, BC. Our purpose is to bring equine sport enthusiasts together that foster an interest in all disciplines with a focus of growth, education, safety, team work and excellence. Our membership is open to the public.

3. The Operations of the Society are to be chiefly carried on in the Vicinity of Thornhill & Terrace, Province of British Columbia.

BY-LAWS

I. TERMS OF ADMISSION OF MEMBERS, THEIR RIGHTS AND OBLIGATIONS.

1. The members of this Society shall be the subscribers of the Constitution and By-laws and those persons admitted to membership in accordance with these By-laws together with any amendments or regulations made in accordance therewith.

2. There shall be no less than seven (7) or no more than ten (10) members of this Society.

3. Any person may be a member of this Society:

(a) Who is at least 18 years of age or over starting the new calendar year post voting;

(b) Who pays an annual membership fee, as stipulated from time to time by the Members;

(c) Who applies for membership in the Club and who is approved as a member by the Directors.

Members who meet the foregoing requirements shall be deemed full members in the Club.

In addition, persons who are under the age of eighteen (18) years, who are sponsored by at least two thirds (2/3) vote in favor, from the current board of directors within the Society, shall be admitted to **Junior director Membership** in the Society, when their applications have been approved by the directors and they have paid an annual membership in the Club as set for such Junior Membership.

II. CONDITIONS UNDER WHICH MEMBERSHIP CEASES AND MANNER IN WHICH A MEMBER MAY BE EXPELLED.

1. Membership ceases at the end of each calendar year, which shall be from January 1st of the current year to December 31st of the current year.
2. A member may be expelled or suspended for just cause on a two-thirds majority vote at any General Meeting.

III. FEES.

1. The dues for membership shall be such as shall be fixed from time to time by the Directors of the Club, and shall be payable on the dates prescribed therefore by the Directors.

IV. MONTH FOR HOLDING ANNUAL GENERAL MEETING AND MODE OF AND NOTICE REQUIRED FOR CALLING GENERAL AND SPECIAL MEETINGS OF THE SOCIETY AND NUMBER CONSTITUTING A QUORUM AT ANY SUCH MEETING, AND RIGHTS OF VOTING.

The Annual General Meeting of the Society shall be held on or before the last week of November in each year or any date as deemed to be necessary and/or reasonable by the membership, but no greater than 3 months prior to or following the fiscal year end. Notice of such Meeting may be given at any General Meeting held within one month prior thereto, or by seven (7) days' notice published in the Totem Saddle Club social media platforms or any other platform associated with the Totem Saddle Club. The fiscal year shall be from November 1st, of the current year to October 31st of the ensuing year. The fiscal year can be changed by a vote of not less than 2/3 of the membership at a general meeting, if it is deemed to be necessary and/or reasonable for the running of the Society.

1. Special Meetings of the Society may be called at any time by the President, and shall be called at the written request of three (3) members.
2. Five (5) members shall be a quorum for any meeting of the Society.
3. The President is not entitled to vote except in a tie breaking situation.
4. At any meeting every full member present in person shall have one vote. In case of an equality of votes the chairman shall have a casting vote.

V. APPOINTMENT AND REMOVAL OF DIRECTORS AND OTHER OFFICERS AND THEIR DUTIES, POWERS AND REMUNERATION.

1. The Society shall hold its first General Meeting on or before the 1st day of October, 1965, and shall elect thereat from among its members a President, a Vice-President, a Secretary and a Treasurer and three (3) Directors. Each position will have a term of one year, to be reelected at each Annual General Meeting. Such officers and Directors shall constitute the Executive Committee.

2. The **President** shall preside over all meetings of the Society and of the Executive Committee Meetings, shall enforce obedience to the Constitution and By-Laws and shall exercise general care and supervision of the affairs of the Society, and he shall be ex-officio a member of all committees.

3. In the absence of the President or his inability to act, the Vice-President of the Society shall perform all the duties of the President.

4. The **Secretary** of the Society shall:

- (a) Keep correct minutes of all meetings in suitable correspondence provided for that purpose which shall be the permanent property of the Society.
- (b) Keep a register of all members of the Society.
- (c) Generally perform the duties of a secretary.

5. The **Treasurer** of the Society shall:

- (a) Open an account in the name of the Society in the Bank of Montreal or such other bank in Terrace as may be designated by resolution of the Society.
- (b) Receive, give receipts for and deposit in such a bank account all monies of the Society.
- (c) Keep an official book record of all financial transactions.
- (d) Present a proper financial statement at each Annual General Meeting and whenever otherwise required by the Executive Committee to do so.
- (e) Sign all cheques drawn on the bank account together with the President, and Secretary.

6. A Special Committee may be appointed by the President as the need arises. Such special committees shall act in the capacity and for the duration of time which shall be specified at the time of their appointment. They shall exert every possible effort to fulfill the function for which they are appointed.

7. All members and officers of the Society shall serve without remuneration.

8. All transactions with respect to real property shall be decided upon by an extraordinary resolution.

VI. EXERCISE OF BORROWING POWERS

1. The Society shall have the right by extraordinary resolution to mortgage, charge, hypothecate or otherwise use its property, real or personal as a security to acquire funds for the improvement of such property and to carry out the objects of the Society.

2. The amount of money borrowed shall not exceed one-half (½) of the market value of the property on which security is given at the time of such borrowing or the giving of such security.
3. All or any of such securities shall be signed by the Treasurer and by the President, or other officer empowered to sign cheques and the corporate seal of the Society may be affixed thereto in the presence of such officers.

VII. AUDIT OF ACCOUNTS.

Two auditors shall be appointed by the President at least two (2) weeks prior to the Annual General Meeting, which auditors may be members of the Society in good standing. It shall be the duty of such auditors to audit the books prior to the Annual General Meeting and present their report at such Meeting.

VIII. CUSTODY AND USE OF THE SEAL OF THE SOCIETY.

1. The Seal of the Society, if and when obtained, shall be kept in the possession of the Secretary.
2. The Seal shall not be affixed to any instrument except by authority of an extraordinary resolution of the members of the Society and the Seal shall be so affixed in the presence of the Secretary and the President of the Society or any officer empowered to sign cheques and such officers shall sign every instrument to which the Seal is affixed.

IX. MANNER OF ALTERING BY-LAWS.

1. The Society will maintain a set of Policies and Guidelines which may be amended by a two-thirds (2/) majority vote of the members in good standing present at any regular meeting provided fourteen (14) days' notice of the intention to amend and the nature of the amendment shall be given prior to the meeting at which such proposed amendment is to be presented. This notice can be provided via the Societies media platforms or at a prior general meeting.
2. Only members in good standing are eligible to vote on motions presented at any general meeting. A member in good standing is deemed to have current membership and not owe the Society any monies or outstanding reports.

X. PREPARATION AND CUSTODY OF MINUTES OF PROCEEDINGS OF MEETINGS OF THE SOCIETY AND OF THE DIRECTORS AND OTHER BOOKS AND RECORDS OF THE SOCIETY.

1. The Society shall order to be kept books and records showing:
 - (a) The Minutes of every meeting.
 - (b) Minutes of every meeting of the Executive Committee.
 - (c) Sufficient and proper records showing full details of all financial matters of the Society.

(d) Records showing membership of the Society and the terms of office of the members of the Executive committee.

2. The Society shall provide for the safekeeping of all documents and books of account and records of the Society.