



Saskatchewan Horse Federation

SASKATCHEWAN HORSE FEDERATION INC.

CONSTITUTION & BYLAWS

Revised March 13, 2021

1. NAME:

This association shall be known as “Saskatchewan Horse Federation Inc.”. It shall hereinafter be referred to as “The Federation”.

2. OBJECTIVES OF THE FEDERATION:

2.1.0 Without limiting its activities, The Federation will seek to achieve the following objectives:

- 2.1.1 To provide leadership among recognized equine and equestrian organizations in Saskatchewan that each may be helped to achieve the highest level of success for its members.**
- 2.1.2 To co-ordinate the activities of the recognized equine and equestrian organizations in Saskatchewan so that duplication of effort and conflict of purpose may be avoided.**
- 2.1.3 To provide liaison with Equestrian Canada (EC), similar Provincial Sport Governing Bodies (PSGB), Coaching Association of Canada (CAC), and with any other related body as may exist for the conduct of sport, recreation and horse industry initiatives in Canada.**
- 2.1.4 To serve as an educational medium for its members by keeping communication methods open and current, and by distributing information relative to the horse industry and equestrian activities, by bringing speakers of authority to meetings of The Federation, and by organizing seminars and clinics.**
- 2.1.5 To develop and deliver programs and services as appropriate to advance the needs and interests of the membership.**
- 2.1.6 To serve as a medium through which the provincial government and other agencies may make funds available to support equine and equestrian organizations and activities in Saskatchewan.**

2.1.7 To raise the standards of care and handling of all horses in Saskatchewan.

2.2 In working towards the achievement of these objectives, The Federation will:

2.2.1 Promote and encourage equestrian activities.

2.2.2 Promote and encourage members to engage in the Long Term Equestrian Development model (LTED).

2.2.3 Promote equestrian shows, competitions and recreational activities in Saskatchewan and strive to raise the performance standards therein.

3. MEMBERSHIPS:

3.1.0 Any individual, and any club, organization, business or educational institution that seeks to advance and participate in the objectives set forth in Article 2 above may apply to The Federation for memberships.

3.1.1 Clubs and organizations shall hold Corporate Membership status.

3.1.2 Individuals shall hold Individual Membership status.

3.1.3 Business and educational institutions which provide services or sponsorship to The Federation, or its members, shall hold Sustaining Membership status.

3.2 Membership may be continued for so long as the annual membership dues are paid and members continue to further the purposes and objectives of The Federation.

3.3 Clubs and Sustaining Membership applications shall be approved by the Executive Committee and ratified by Board of Directors of The Federation at their regular meetings.

3.4 The Board of Directors may nominate a Board Member for Honorary Life Membership.

3.5 Honorary Life Members nominated shall be approved by a two-thirds (2/3) majority ballot of the Board of Directors.

3.5.1 This distinct status is for board members selected for their special contributions and achievements in the Equestrian and/or horse activities in the province. Honorary Life Members will have their annual membership fee born by The Federation and they will have Individual Member voting privileges

3.5.2 Honorary Life Members will, at all times, be subject to the provisions of Article 5, Revocation Membership.

4. MEMBERSHIP DUES:

- 4.1 Membership dues for each class membership shall be payable annually and shall be in such an amount as the Board of Directors may by resolution establish from time to time.**
- 4.2 Members shall be notified a minimum of two months prior to the start of the membership year of any changes made to membership dues by the Board of Directors.**
- 4.3 Membership dues shall be due January 1st of the current year, and shall cover the calendar year to December 31st.**
- 4.4 A member resigning from The Federation shall not be entitled to a refund of fees.**

5. REVOCATION OF MEMBERSHIP:

- 5.1 The Board of Directors may by resolution cancel any member's membership in The Federation, where, in the opinion of the Board of Directors, that member has conducted themselves in a fashion which undermines the objectives, aims and purposes of The Federation.**
- 5.2 Any member who is subject to potential cancellation of membership shall be advised by the Board of Directors thereof and the reasons therefore, in writing.**
- 5.3 Any member who has been advised by the Board of Directors of potential revocation of their membership shall have 30 days within which to make written submissions to the Board giving reasons why their membership should not be revoked.**
- 5.4 The Board of Directors shall consider the written submission of the affected member. In the event that the Board of Directors concludes that the revocation of membership is nevertheless warranted, the affected member will be given the opportunity to respond verbally at a special meeting of the Board of Directors to be held no later than 45 days after notice of potential revocation of membership was provided to the member.**
- 5.5 A two-thirds majority vote by the Board of Directors is required to revoke a membership.**

6. BOARD OF DIRECTORS:

- 6.1 The Board of Directors will conduct the business and affairs of The Federation in accordance with the Constitution and Bylaws for the benefit of the membership.**
- 6.2 Directors of the Board shall be elected by the members of the Federation at the annual meeting of the Federation.**
- 6.3 The immediate available Past President of the Federation shall attend meetings of the Board of Directors, shall hold a valid Individual Membership, and shall have a vote thereat but shall not be included in the maximum of thirteen directors. The Past-President can be considered for nomination by the board of directors for office of the President.**

6.4 A minimum of eight and maximum of ten directors shall be elected for a three-year term by the members at the AGM. A Director may serve a maximum of three consecutive three-year terms. Terms will be staggered to allow continuity for Board membership.

6.4.1 Two additional Directors may be appointed by the Board to serve a three-year term. A Director may be appointed for a maximum of three consecutive three-year terms.

6.5 A single Director-at-Large shall be elected for a one-year term from the floor of the Annual General Meeting.

6.5.1 In completing the Director-at-Large term, the individual shall be eligible for nomination to serve a three-year term.

6.6 In the event of resignation, incapacity, removal or death of a Director during their term, the Board of Directors may by resolution nominate any person holding a valid Individual Membership status with The Federation to act in the place and stead of the previous Director, and to hold office until expiry of that previous Director's term.

6.7 In completing a three-year term of a resigned Director, the individual shall, upon completion of the previous Director's term of office, be eligible for nomination as a new Director.

6.8 The office of a Director shall be vacated:

6.8.1 If a Director shall resign their office by delivering a written resignation to the President of the Federation;

6.8.2 If, at a special meeting of members or at special meetings of Directors called for that purpose, a resolution is passed by three-quarters of those present at the meeting that they be removed from office;

6.8.3 Upon death or physical or mental infirmity which renders the Director incapable of performing their duties;

6.8.4 If a Director fails to attend 60% of the designated Board of Director's meetings without just cause.

6.9 A majority of the elected members of the Board of Directors shall constitute a quorum.

6.10 The Board of Directors may by resolution appoint Honorary Directors who shall be entitled to attend meetings of the Board of Directors but shall not have a vote thereat and shall not be included in the maximum of 13 Directors.

6.10.1 The position of Honorary Director will be to provide continuity and/or expertise in the areas relevant to the objectives of the Federation. The Board may appoint a maximum of two Honorary Directors in any three-year term.

6.10.2 Honorary Directors will be appointed for a one year term at the first meeting of the Board of Directors.

6.10.3 The Board may choose not to appoint an Honorary Director.

6.11 The Saskatchewan delegate(s) to Equestrian Canada shall be elected annually, or as required by the Directors of The Federation, at their first meeting following the elections at the Annual Meeting or as soon thereafter as is conveniently possible.

6.12 The President of The Federation shall be the Chairman of the Board of Directors. The Board may name such committees and appoint such officials as are necessary to achieve the purpose and objectives of The Federation.

6.13 The Federation shall indemnify a Director or Officer, a former Director or Officer, or a person who acts or acted at the corporation's request as a Director or Officer and their heirs and successors against any and all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgement, reasonably incurred by them in respect of any civil, criminal or administrative action or proceeding to which they have been made a party by reasons of being or having been a Director or Officer of The Federation if:

6.13.1 They acted honestly and in good faith with a view to the best interests of the Federation; and

6.13.2 In the case of criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that their conduct was lawful.

6.14 The Federation will maintain such insurance for the benefit of its Directors and Officers as the Board may from time to time determine.

6.15 No Director of the Board shall receive remuneration for their services as Director, however the Board may by resolution authorize payment to members for out-of-pocket expenses incurred in the furtherance of the affairs of The Federation in accordance with an expense schedules approved by the Board of Directors.

6.16 Any director contracted by the Federation to work in a paid position will do so in accordance with policy as set forth by the Board of Directors.

7. OFFICERS OF THE FEDERATION:

7.1 The Officers of The Federation shall include:

7.1.1 Immediate available Past President

7.1.2 President

7.1.3 President-Elect

7.1.4 Vice-President Finance

7.1.5 Vice-President Sports

7.1.6 Vice-President Equine Diversity

7.1.7 Vice-President Industry

7.2 The Officers of The Federation shall be elected annually by the Board of Directors as soon as may be convenient after the annual meeting of The Federation and shall hold offices during the ensuing year or until their successors are duly elected.

7.3 The Officers of The Federation and the Executive Director shall constitute the Executive Committee.

7.4 Persons elected to positions of Officers shall be eligible to hold their positions as Officers for as long as they are eligible to be on the Board of Directors.

7.5 The Officers of The Federation shall be entitled to hire such persons upon such terms respecting remuneration and otherwise, as the Board of Directors in its discretion considers appropriate for the effective functioning of The Federation.

8. DUTIES OF OFFICERS:

8.1 President – The President shall be the Chair of the Board of Directors and shall preside at all meetings of The Federation, the Board of Directors and the Executive Committee. They shall conduct meetings in accordance with the rules of procedure established by the Board of Directors. They shall ensure that the decision of The Federation, the Board of Directors and the Executive Committee are carried into effect.

8.2 President-Elect – The President-Elect will be responsible for the administration of the Board, including Board Orientation, Board Self-evaluation, meeting attendance, review of minutes and other duties as assigned by the President. In the long or short term absence of the President, the President-Elect shall assume the duties of the President including attending committee meetings.

8.3 Past President – The Immediate-available Past President shall attend all meetings of the Federation, The Board of Directors and the Executive Committee and shall assist the President-Elect in Board Orientation and Board self-evaluation as well as such duties as the Executive Committee may assign to them.

8.4 Vice-President(s) – All Vice-Presidents serve on the Executive Committee. Specific responsibilities shall be assigned and designated to each of the four Vice-Presidents:

8.4.1 Vice-President Finance – shall be appointed as Federation Treasurer, and together with the Finance Committee, shall have custody of funds of The Federation and shall be responsible for their safe-keeping and proper disbursement. The Vice-President Finance shall work with the Executive Director to prepare budgets and financial statements as directed by the Board of Directors. The VP Finance will chair the Finance Committee.

8.4.2 Vice-President Equine Diversity- shall have direct responsibility for developing programs of the Federation in dealing with the needs of club and corporate members. The VP Equine Diversity shall work to increase participation in equine activities throughout the province and to provide for recreational opportunities that align with the Federation’s LTED (Long Term Equestrian Development) model.

8.4.3 Vice-President Industry – shall have responsibility for developing opportunities in industry initiatives and to liaise with any related bodies as may exist for the benefit of the horse industry or equine health and welfare.

8.4.4 Vice-President Sports - shall have responsibility for all programs which contribute to the development of sport. Coaching, NCCP (National Coaching Certification Program), Officials and the Heritage and Prairie Cup competition circuits will be direct responsibility of this office. The Federation’s LTED (Long Term Equestrian Development Model) will be kept at the forefront of all these programs.

9. MANAGEMENT COMMITTEE:

9.1 The Management Committee shall consist of the President, President Elect and Vice President Finance. The Executive Director shall be a non-voting member of the management Committee.

9.2 The Management Committee shall provide day-to-day oversight over the business affairs of the organization as per the Board of Directors direction.

9.3 The Management Committee shall facilitate response to time sensitive issues while ensuring adherence to established bylaws, policy and financial protocols.

9.4 The Management Committee shall report to the Executive Committee and board of Directors.

10. EXECUTIVE COMMITTEE:

10.1 The Executive Committee shall consist of the Officers and the Executive Director of The Federation. The Executive Director shall be a non-voting member of the Executive Committee.

10.2 The Executive Committee shall, during those times of the year when the Board of Directors is not in session, have the same power as the Board and shall by its actions and decisions bind the Board until ratification.

10.3 The Executive Committee shall implement the decisions of the Board and of the Federation.

10.4 The majority of the elected members of the Executive, one of whom shall be the President, shall constitute a quorum.

10.5 The President, or in their absence, the President-Elect, will act as Chair of the Executive Committee Meetings.

11 EXECUTIVE DIRECTOR: The administration and programs of The Federation shall be managed by the Executive Director as determined by the Board of Directors.

11.1 The Executive Committee of The Federation shall hire the Executive Director who will manage the affairs of The Federation according to the policies as determined by the Board and Executive Committee and the provisions of the Constitution and Bylaws.

11.2 The Executive Director shall report directly to the President, President-Elect, and Vice-President of Finance, who shall comprise the Management Committee of the Executive Committee of the Board of Directors.

11.3 The Executive Director shall be a member of the Executive Committee, but shall not have voting privileges and shall attend all meetings of The Federation and shall maintain liaison with the membership.

11.4 The Executive Director must be bondable.

12 NOMINATING COMMITTEE:

12.1 The Board of Directors shall, in each year, strike a Nominating Committee for the purposes of selecting a slate of Individual Members to be put forward for election to the Board of Directors at the annual meeting.

12.2 The Nominating Committee shall consist of the Immediate Past President (who shall serve as chair), one Vice-President, and three Individual Members in good standing of The Federation, two of whom who are not members of the Board of Directors. If the Past President is not available, the President-Elect shall stand in their place.

12.3 Individual Members in good standing may nominate Individual Members in good standing to the Board of Directors by providing to the offices of The Federation written notice of the nomination together with a written assent of the nominee on or before January 3, immediately preceding the Annual Meeting.

12.4 The Nominating Committee shall solicit for further nominations in order to fill vacancies and required expertise on the Board of Directors and shall give consideration to regional and discipline representation, expertise and required time commitments. The Nominating Committee will present a slate of recommended nominees to the Board at least 21 days before the Annual Meeting.

12.5 The Nominating Committee shall present its recommended slate to the floor of the Annual General Business Meeting. An election for the incoming Board of Directors will result in the event that there are a greater number of nominees than positions available.

12.5.1 In the event that there are insufficient nominations to fill the three-year-term vacancies on the Board, the Board of Directors shall operate with fewer directors until such time as an appointment can be made to meet the minimum requirements as outlined in 6.1.

13 ELECTIONS:

13.1 An election for the purpose of selecting new Directors to the Board shall be held at the Annual Meeting.

13.2 Voting for the Board of Directors shall be by ballot.

13.2.1 At the conclusion of election of new Directors to the Board, the President shall call for a motion to destroy ballots.

13.3 Election to the Board of Directors shall be determined by the number of ballots cast for each candidate, with those receiving the most votes elected to the Board.

13.4 In the event of a tie vote, the Scrutineer shall use the President's single, pre-cast secret ballot, as the deciding ballot.

13.5 The election of a Director-At-Large to the Board of Directors shall be by nomination from the floor at the Annual General Meeting of The Federation.

13.6 The election of an Individual Member to the Director-At-Large shall be determined by the number of ballots cast for each candidate, with the one receiving the most votes elected to the Board of Directors for a one year term.

14 MEETINGS: Meetings shall be conducted consistent with Robert's Rules of Order.

14.1 The Annual Meeting of The Federation shall be held within 90 days following the fiscal year end.

14.1.1 Special General Meetings of Members of the Federation may be called by the Board at any time with 30 days written notice to members.

14.1.2 Special General Meetings of Members of the Federation must be called by the Board within 30 days after receiving a written request from two thirds of the eligible voting members.

14.1.3 A quorum of members is considered those present at a meeting of members, regardless of the number of persons actually present at the meeting.

14.1.4 If quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting, notwithstanding that a quorum is not present throughout the meeting.

14.2 The Directors of the Board shall be provided with 7 days' notice of all general or special meetings. Emergency meetings may be called at the pleasure of the President or President-Elect in extraordinary circumstances.

14.3 Meetings of the Board of Directors:

14.3.1 The Board of Directors shall meet a minimum of five times each year for the purpose of establishing policies relating to the purpose and work of the Federation and for the dispatch of business related thereto. One of these meetings shall be held immediately before and another immediately after the Annual Meeting.

14.3.2 In addition, meetings of the Board of Directors may be held via teleconference communications or video conference system.

14.3.3 At the discretion of the President, Board members may be allowed to join 'in person' meetings via video or teleconference for the purposes of presentation of reports and information pertinent to the meeting and shall have no vote.

14.4 The Executive Committee shall meet as required at the call of the President for the adequate dispatch of Federation business.

14.5 The President, or in their absence, the President-Elect, shall have authority to call such meetings as deemed necessary.

14.6 A majority of the Board of Directors or Executive Committee may jointly, in writing, request the President to call a meeting of the Board of Directors or Executive Committee, and the President shall forthwith cause such a meeting to be held.

14.7 Attendance at meetings of the Board of Directors shall be open to members of The Federation and invited guests with proper approval of 2/3 of the Board of Directors. Requests to attend meetings must be received 30 days in advance.

14.8 MINUTES:

14.8.1 Minutes from all meetings of the Board of Directors shall be duly recorded and kept as records of the Federation. Motions arising from meetings may be made available upon request.

14.8.2 Minutes will be recorded at meetings of the Membership, the Board of Directors, the Executive Committee, the Management Committee, and all Standing and Ad-hoc Committees of the Federation.

15 VOTING:

15.1 At a meeting of members of the Federation, all valid senior individual members (18 years of age or older at the time of the meeting of members) have the right to one vote.

15.1.1 Voting at a meeting of members of the Federation shall be by ballot.

15.1.2 Majority vote at a meeting of members of the Federation is 50% + 1 of the members present at the meeting.

15.2 Each corporate member has the right to one vote at the Annual Meeting. The person who is the voting individual and represents the Corporate Member at the Annual Meeting must themselves be a valid Individual Member in good standing of The Federation and a member of the club they are representing.

15.3 No Sustaining Member has the right to vote at the Annual Meeting.

15.4 At meetings of the Board of Directors, all elected members, including the President, and the immediate available Past President have a right to one vote.

15.5 At meetings of the Executive Committee, all elected members, including the President, and the immediate available Past President have the right to one vote.

15.6 Decisions of the Board of Directors shall be determined by a majority of votes cast by the Directors in attendance. In case of a tie in voting, the motion will be lost.

15.7 In determining a majority, abstentions are not included in the total votes cast.

16 VOTING BY PROXY: Voting by proxy at any meeting of The Federation is prohibited.

17 COMMITTEES:

17.1 The Board of Directors may appoint standing committees to discharge the functions described by the Board of Directors as its terms of reference. The terms of reference and appointments to committees shall aspire to have membership of The Federation represented on each committee according to discipline and provincial region, and giving consideration to expertise and required time commitments. Each committee shall report to the Board of Directors and to the membership via the Annual Report.

17.2 Committees are encouraged to reach consensus on decisions and each committee member shall be entitled to one vote. The President shall be an ex-officio member of all committees but shall have voting privileges on Board Committees only. The Executive Director shall be an ex-officio member of all committees except the Nominating Committee and shall have no voting privileges.

17.3 Management Committee

The Executive Director, President, President-Elect and Vice President Finance shall constitute the Management Committee and shall conduct the day to day business affairs reporting to the Executive Committee and Board of Directors.

17.4 Terms of Reference for all committees of The Federation will be developed by the Governance Committee, in consultation with the respective committees. Board approved Terms of Reference will be maintained in policy documents.

18 FISCAL YEAR:

18.1 The fiscal year of The Federation shall be the calendar year.

19 AUDITORS:

19.1 Membership present at the AGM shall approve appointment of an auditor who is responsible to audit the accounts and financial records of the Federation. The Auditor shall provide the Audit to the Board of Directors who will present the Auditor's Report at the Annual General Meeting of the Federation.

19.2 The auditor shall be a Chartered Professional Accountant and shall be independent of the membership of The Federation.

20 SIGNING AUTHORITY:

20.1 Three members of the Executive Committee shall have a signing authority on any written document or instrument of The Federation.

20.2 Two signatures shall be required on all cheques of The Federation.

20.3 The Board of Directors shall by resolution determine those persons of the Executive Committee who shall have signing authority.

20.4 Under normal circumstances, the Executive Director shall be one of the authorized signing persons.

20.4.1 When necessary, by Motion of the Executive Committee and ratified by the Board of Directors, the Executive Director & the Technical Director shall serve as two of the three authorized persons with signing authority.

21 HEAD OFFICE:

21.1 The head office of the Federation shall be located at 300 - 1734 Elphinstone Street, Regina Saskatchewan, unless the Executive Committee rules otherwise.

22 LIAISON:

22.1 The Executive Director shall maintain liaison with government agencies whose co-operation and support may be of benefit to The Federation. Among other things, this liaison shall include placing official representatives of these agencies on the mailing list for the Federation's report and publication and inviting representatives to attend the meetings of The Federation.

22.2 Through its Executive Committee in general and its Executive Director in particular, the Federation shall maintain liaison with Sask Sport, the Saskatchewan Ministry of Agriculture, the appropriate Canadian organizations for horse activities, the membership of The Federation, and such other organizations as may further its purposes and objectives.

23 AMENDMENTS TO THE CONSTITUTION:

23.1 Amendments to the Constitution may be made at the Annual General Meeting of The Federation by a two-thirds majority vote of all members present, provided written notice is given by the mover of the amendment to the Resolutions Committee by January 3. Board-approved motions will be circulated to all members of The Federation at least 21 days before the amendment is presented at the Annual General Meeting.

24 BY-LAWS:

24.1 The Board of Directors shall have authority to make such policies as may be necessary to implement the Constitution effectively and not inconsistent with it to ensure the smooth functioning of The Federation.

24.2 If a decision of some urgency must be made and the Constitution and bylaws do not seem to cover the matter adequately, the Board of Directors shall have authority to take such action as it deems necessary to protect the prime objectives of the Federation and shall report such action at the next Annual Meeting of The Federation within whose jurisdiction final responsibility for the Constitution rests.

24.3 Any actions taken pursuant to paragraph (2) above shall be deemed to be effective and binding on The Federation.

25 PUBLICATIONS:

25.1 The Board of Directors shall provide information consistent in pursuing the purpose and objectives of The Federation.

26 INTERPRETATION OF CONSTITUTION AND RELATED REGULATIONS AND BY-LAWS:

26.1 In these documents the singular shall include the plural.

26.2 In the event of conflict of opinion about the interpretation of this Constitution or any of its by-laws, the ruling of the President shall prevail unless and until the matter can be referred to the next Annual Meeting of The Federation.

27 DISSOLUTION:

27.1 Upon dissolution of The Federation, its properties and assets shall, after payment of all liabilities, be transferred to any successor organization which follows the aims and objectives of the Federation. In the event there is no successor organization, the properties and assets of the Federation shall be donated to the Townsend Equine Health Research Fund, University of Saskatchewan.

**Amendments as of
March 13, 2021 included.
Incorporation Registration #: 203358**

Lisa Graham (President)

(Past President)