

SASKATCHEWAN CUTTING HORSE ASSOCIATION DRAFT CONSTITUTION & BYLAWS

ARTICLE I – NAME

This association shall be known as "Saskatchewan Cutting Horse Association" (SCHA).

ARTICLE II – VISION STATEMENT OF THE SCHA:

SCHA is a non-profit organization that promotes and celebrates the cutting horse and its rich history of western ranching traditions.

ARTICLE III – MISSION & VALUES OF THE SCHA:

The SCHA mission to promote the cutting horse is engrained in the following core values:

- SCHA strives to be a supportive organization by offering a wide range of classes at cutting competitions throughout the province of Saskatchewan. Classes are open to all equine breeds and range from official affiliated NCHA and CCHA classes to open non-affiliated ranch horse cutting classes.
- SCHA encourages the development of better horsemanship by hosting clinics and competitions.
- The SCHA strives to promote a competition culture that is friendly, encouraging and fun to not only promote good horsemanship but good sportsmanship.
- The SCHA values its cattle producers of Saskatchewan and takes great pride in promoting ethically sound cattle handling skills and techniques. SCHA strives to encourage its members to learn and develop skills in understanding cattle behavior and putting safety first for both the rider and cattle.
- SCHA prides itself on strong family values and places strong emphasis on promoting youth involvement in the sport. An inclusive atmosphere encourages fair play, camaraderie and ongoing education among its youth. SCHA also offers its youth the opportunity to apply for post-secondary scholarships.

ARTICLE IV - OFFICES:

The principal office or place of business of this association shall be at the home of the duly elected Secretary-Treasurer of the Association.

ARTICLE V- MEMBERSHIP:

5.1 Classes of Membership: The Association shall have the following classes of Annual Membership, based on the calendar year.

5.1.1 Active Members: shall be those Members who reside in North America, (Canada or the U.S.) and have paid the requisite fee(s) required for membership. Each active member is entitled to a vote and earn show points towards year end awards.

5.1.2 Family Membership: any couple is entitled to join the SCHA at a special family membership rate. Youth members of the family are included in the family membership as a youth membership (see below Youth Memberships). Only those members over the age of majority (18 years of age) will have voting privileges. Each family member is entitled to earn show points show points towards year end awards.

5.1.3 Youth Members: any youth under the age of 18 years, as of January 1st of the current year, may join the SCHA as a Youth Member. Note: Youth memberships also require a parent or guardian to sign a waiver for both liability and photo releases. Youth members they shall be entitled to a voice in the affairs of the Association, but they shall not be entitled to a vote in the affairs of the Association. Each youth member is entitled to earn show points towards year end awards.

5.1.4 Associate Members: shall be available and as Associate members they shall be entitled to a voice in the affairs of the Association; but they shall not be entitled to a vote in the affairs of the Association and they shall not accumulate show points towards annual trophies and they shall receive the News Bulletin.

5.1.5 Honorary Lifetime Memberships: shall be awarded to those individuals who have served the Association over and above the normal term, and as such, are recognized as members with limited privileges. Honorary members shall enjoy some of the privileges of active members such as receiving communications, taking part in clinics offered by SCHA and own horses that are being shown. However, these members cannot enter SCHA competitions. In order to enter a SCHA cutting competition, they must obtain an active membership.

5.2 Application for Membership: application for membership can be done by filling out an application either by paper (mail in or at shows) or by filling out the online membership application. Each applicant, on becoming a member, shall be bound by the Association Bylaws and amendments thereto and all other rules of the Association. The Association shall have the power to reject any application for membership. If an application is from a partnership or corporation, the application shall specify the individual(s) authorized to vote, sign or act for the organization.

5.3 Fees: fees for each class of membership and the date of payment of dues shall be determined by the Board of Directors. Statements covering fee assessments owed by the members shall be due when received. If an account is not paid within sixty (60) days from the due date, then the Member shall be delinquent and if the Board so determines, the Member shall no longer be considered "in good standing." Fees may be subject to change without notice.

5.4 All members in good standing in any year are eligible to compete at any SCHA sanctioned event in that year.

ARTICLE VI: DIRECTORS

6.1 Directors: the affairs of the Association shall be conducted by no more than nine member Board of Directors who shall be elected or appointed at the Annual General Meeting (AGM) each year. Nominations will be accepted from the floor for Directors positions.

6.1.1 Any active ordinary member in good standing shall be eligible to hold office on the Board of Directors.

6.1.2 These directors will be elected for a three-year term and at the end of the three years, these directors can be nominated again for three-year term. (At every AGM there will be three directors that will have their term expired).

6.2 Quorum: At meetings of the Board, a majority of the number of Directors fixed by these Bylaws shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board. If a quorum is not present at a meeting of the Board, the Directors present may adjourn the meeting until a quorum is present. The Board of Directors may conduct meetings in person, virtual (Zoom, Microsoft Teams, etc.) email or telephone.

6.3 Committee Appointment: the Board of Directors may appoint any ordinary member in good standing to act as a member of, or Chairperson of, any Committee created by the Board of Directors.

6.4 Authority of Directors: the Board of Directors reserves the right to deal with, as they see fit, any such situation which may arise, which has not been detailed in these Bylaws.

ARTICLE VII. OFFICERS

7.1 Appointment: the officers of the Association shall consist of a President, a Vice President, Secretary/Treasurer, Show Secretary and such other officers as may be from time to time appointed by the Board of Directors

7.2 PRESIDENT: The President shall preside at all meetings of the Association and the Board of Directors. He shall appoint all special and standing committees and conduct the business of the Association in accordance with the bylaws and other rules and regulations of the Association. He shall be ex-officio of all committees.

7.3 VICE-PRESIDENT: The Vice-President shall perform the duties of the President when the President is absent from any meetings of the Board of Directors. The Vice President shall be elected with the view in mind of succeeding as President.

7.4 SECRETARY: The Secretary shall be appointed by the Board of Directors and shall be ex-officio secretary of all meetings. The duties of the Secretary shall be to book board meetings, work with the president and board members to prepare the meeting agenda's; prepare and present the past meeting minutes. Keeping the membership up to date on communications, by updating the website with all current communications, events and information; prepare a brief email news letter to the membership at least 2 to 3 times a year summarizing information from the board meetings. At the AGM the Secretary is to conduct, supervise, count and record the balloting of all elections; and to perform such other duties regarding Association correspondence and any other duties especially assigned to him/her from time to time by Directors.

7.5 TRESURER: The Treasurer shall be appointed by the Board of Directors and shall be ex-officio treasurer of all meetings. The duties of the Treasurer shall look after all things financial, reconcile the bank accounts monthly, pay the bills, prepare invoices for amounts owing such as sponsorship, look after collections for any outstanding amounts owing (membership fees and entry fees, sponsorships). Prepare and present a financial package for the board meetings and the AGM. Looks after the annual financial review engagement with an outside accounting firm. Perform duties assigned to him/her by the board of directors.

7.6 SHOW SECRETARY: The Show Secretary shall be appointed by the Board of Directors and his/her duties shall be: to collect, compile and correlate all information pertaining to the event winners of the various contests at shows held throughout the year; to maintain accurate records of these results for the purpose of calculating a point system to determine the current standings of the event winners; to prepare reports of the current standings periodically, if both the contestants and their horses; to tabulate the year end standings for the presentation of the Annual Awards; and to be responsible for forwarding the standings to date after each show for the publication on both the website and Facebook page and as well to the SCHA office. Should the Show Recording Secretary not be a member of the Board of Directors, then he/she shall automatically become an ex-officio member of the Board.

7.7 EXECUTIVE COMMITTEE: An Executive Committee shall be created by the Board of Directors at the first meeting of the Board following the Annual General Meeting. This committee shall consist of the President, Vice-President and three other Directors. This committee will deal with any situations that arise that have to be dealt with immediately and can be done virtually or over the phone. Three of the five will make a quorum.

ARTICLE VIII- MEMBERSHIP MEETINGS

8.1 Annual Meeting: The Board of Directors may call an Annual Meeting to be held once per year, at such time and place as designated by the Board of Directors, if they feel that such a meeting is necessary and will benefit the Association. Notice of such a meeting shall be given no less than thirty (30) days in advance. In such case, the business to be transacted at such meeting shall be a report by the Officers of the Association on the activities

and financial condition of the Association, other matters specified in the notice of the meeting, and such other business as shall be properly brought before the meeting.

8.2 Special Meeting: a special meeting of the members shall be held on the call of a majority of the members of the Board of Directors, or by the holders of at least twenty-five percent (25%) of the voting membership. Members desiring to call a special meeting shall sign, date and deliver to the Association's Secretary one or more written requests for the special meeting describing the purpose or purposes for which such special meeting is to be held. Only business within the purpose or purposes described in the meeting notice may be conducted at a special members meeting.

8.3 Place of Meetings: the Board of Directors may designate any place as the place of meeting for any annual meeting or for any special meeting. This includes a physical place for in-person meetings or virtual meetings using a virtual meeting platform (Zoom, Teams, Whatsapp, etc.).

ARTICLE IX. FISCAL YEAR

9.1 The fiscal year of the Association is twelve months starting November 1 and ending October 31.

9.2 After the fiscal year end, a review engagement is to be performed on the financials by the appointed professionally designated accounting firm. On completion of the review engagement, the accounting firm will provide a set of pro forma financials for the completed fiscal year. The Board of Directors must then present these financial statements at the AGM within six months following the fiscal year end.

9.3 The appointment of the professionally designated accounting firm who will perform the upcoming review engagement will be chosen and voted upon each year at the AGM.

ARTICLE X. AMENDMENTS

10.1 Constitution and Bylaw Amendments: These bylaws may be repealed, modified or amended at an AGM or special meeting by the members of the Association. A majority vote is required by active members present at the AGM or special meeting.

10.2 Notice of all proposed amendments shall be given to the Secretary 60 days in advance of the AGM or special meeting. These amendments are then required to be circulated either by mail or email to the membership a minimum of 45 days prior to the Annual General Meeting or special meeting.

10.3 In all cases, any vote which results in a tie, shall not pass and shall be declared defeated.

ARTICLE XI. INDEMNIFICATION

The Board of Directors, the Officers, the Executive Director, or any official committee member shall not be held responsible, either jointly or individually, for any loss or damage sustained by any Member or non-member of the Association, which may arise from any situation developing from their work on behalf of the Association. The Association shall indemnify and hold harmless any such individual from a claim or liability to the full extent permitted by applicable law.

ARTICLE XII. DISSOLUTION

In the event of dissolution of the SCHA, assets of the SCHA shall be dispersed at the discretion of the SCHA Board of Directors at that time by 1) closed bidding auction; and/or 2) by donation to acceptable charities and/or organization.