



## BY-LAWS

### ARTICLE I: Name

#### Section 1.

- The name of the club shall be Missouri Fox Trotter Club of Canada (MFTCC).

### ARTICLE II: Purpose

#### Section 1.

- The purpose for the club is outlined in the Mission Statement document.

### ARTICLE III: Membership

#### Section 1.

- Any person of good character may become a MFTCC member upon payment of dues as provided under these bylaws and by agreeing to comply with all rules, regulations and objectives/mission statement of the club. The Executive and Board of Directors maintain the right to decline any application.
- The voting members of the club must own a Missouri Fox Trotter horse registered with the MFTHBA.
- Members are also encouraged to be members of MFTHBA. The Executive and Board members are required to be Canadian residents and hold current MFTHBA memberships. Each single paid member will be entitled to one vote on each matter submitted to a vote by the general membership. Family memberships have two votes. Junior members under 18 years may participate under the family membership.

#### Section 2. Dues

- Annual membership dues shall be \$15.00 for single and \$20.00 for family memberships and are subject to change based on current club plans and activities. Membership dues are non-refundable and will not be pro-rated based on late membership applications. Membership period is January 1<sup>st</sup> through December 31<sup>st</sup>. Membership fee is due January 1<sup>st</sup> of the year, with a grace period of 30 days ending January 31<sup>st</sup>. Those membership dues not received by the club secretary/treasurer by that date will be deleted from the membership list.

## **ARTICLE IV: Meetings**

### **Section 1. Executive Meetings**

- As the Officers and Directors live in various parts of Canada, meetings (unless otherwise notified or adjusted) will be held on a semi-annual basis by means of electronic mail (email) or conference calls.

### **Section 2. Special Meetings**

- The President or a quorum of the Board of Directors may call special meetings of the Officers and Directors.

### **Section 3. Quorum**

- A majority vote of the Officers and Directors present at a regular or called meeting shall have the authority to transact business.

## **ARTICLE V: Officers and Board of Directors**

### **Section 1. Duties**

- The Officers and Directors shall set the policies of the club.

### **Section 2. Number of Officer and Directors**

- Officers and Directors must be members of the organization and also current members of MFTHBA. Any officer or director who ceases to be a member of either shall cease being an officer or director of the club.
- The Officers of the organization shall be: president, vice-president and secretary/treasurer.
- The Board of Directors shall consist of the 3 (three) elected or appointed Directors, 1 (one) Director per Region. The Regions will be defined as Western (British Columbia, Alberta, Yukon and North West), Central (Saskatchewan, Manitoba and Nunavut) and Eastern (Ontario, Quebec and the Maritimes).
- The Officers and Directors will be nominated by the nominating committee (current Officers and Directors) and from the membership at large. In order to be nominated for an Officer position, nominee must have held a board position in the previous year. In order to be nominated for a Board position, nominee must be a member in the previous year.
- Request for nominations will take place no later than November 1<sup>st</sup> and will be open for 15 (fifteen) days. The nomination list and election ballots will be forwarded to the membership within 15 (fifteen) days of the nomination close. Voting will be held no later than December 1<sup>st</sup> via hard copy ballots mailed to the membership. Ballots must be returned within the specified days (specific date will be indicated on the ballots). The new Executive and Board will be announced to the membership no later than January 1<sup>st</sup> of the Election year.

### **Section 3. Terms of Office**

- The term of office for the Officers and Directors shall be ONE YEAR, beginning January 1 threw December 31 of the calendar year.

### **Section 4. Meetings**

- All MFTCC actions resulting from meetings shall be available upon request to the general membership.

### **Section 5. Quorum**

- Of the officers and board consisting of 6 (six) members, a quorum would be 4 (four) or greater members in attendance.

## **ARTICLE VI: DUTIES OF OFFICERS**

### **Section 1. Duties of Officers**

- o *President* – conducts membership meetings, board meetings, and makes committee appointments. The President will also serve as the charter affiliate representative to the MFTHBA and wherein possible attend all requested affiliate meetings (subject to approval by the officers and board).
- o *Vice President* – serves in absence of the President, is responsible for special programs at the regular membership meetings, and will serve as a facilitator of all standing committees to ensure coordination of their activities (Events Coordinator).
- o *Secretary/Treasurer* – keeps complete records of general meetings and Officers/Board meetings; keeps membership records and answers all correspondence unless otherwise directed by the Officers or Directors. The Secretary/Treasurer also maintains accurate financial records, collects membership dues, and handles all financial affairs unless otherwise directed by the Officers or Directors.

## **ARTICLE VII: SPONSORSHIP**

### **Section 1.**

- o The Officers and Directors will accept proposals from the membership for financial support at local events. Support for events will be subject to criteria determined by the Officers and Directors. Criteria will include and not be limited to financial, value, applicants plan to support the event and represent the MFTCC.

## **ARTICLE VIII: PARLIAMENTARY RULES**

### **Section 1.**

- o Roberts Rules of Order will govern all proceedings of the MFTCC.

## **ARTICLE IX: MFTCC WEBSITE**

- o The MFTCC shall maintain a club website for the express purpose of promoting the clubs objectives to members and the general public. The current club website is located on the world wide web at: [www.mftcc.ca](http://www.mftcc.ca)
- o The website will be updated a minimum of 2 (two) times per year.
- o Members are entitled to be listed privately and with a free link to their horse related website. Members must sign and indicate on the permission section of the membership form to be eligible for inclusion and exposure on the club website. It is the member's responsibility to ensure all website advertising is current and correct.

## **ARTICLE X: CODE OF CONDUCT**

### **Section 1.**

- o All club correspondence shall be directed to the MTFCC general email account at [mftcc@hotmail.com](mailto:mftcc@hotmail.com) and will be responded to by the Officers and/or Directors.

### **Section 2.**

- o Fraudulent matters involving any Officer, Director or member will not be tolerated and will be subject to membership termination and forfeit of membership dues.

### **Section 3.**

- Conflict of interest is a situation where the actions of a club member actually or potential place his/her private and personal interests in competition with or in opposition to the MFTCC. If a member should benefit from the results of their action or activity that is in direct conflict of interest to the MFTCC, membership will be terminated.
- The Officers and/or Directors will assess all conflicts of interest, which can include but are not be limited to:
  - Advertising on website
  - Unapproved written materials, including e-mails
  - Using the membership list for personal gain
  - Sanctioned or unsanctioned events
  - Using his/her position, contacts or knowledge of the MFTCC for personal gain or gain of family or friends

### **Section 4.**

- Defamation to the club, it's Officers, Directors and members will not be tolerated and will result in corrective action and not limited to the member.

## **ARTICLE XI: AMENDMENTS**

### **Section 1.**

- These articles may be altered, amended or repealed by a majority vote of the officers and board. This action can take place at any executive meeting and members will be appraised of any changes within 30 (thirty) days.
- In all activities the MFTCC stresses fun, fairness, and integrity in extending services to the Equestrian Community.