

Atlantic Canada Trail Riding Association By Laws

Amended and Approved: April 25/26

Any amendments to the following By Laws must follow the procedure as outlined under REQUEST FOR BY LAW and/or RULE CHANGES.

1. REQUESTS FOR BY LAW and/or RULE CHANGES:

1.1 Motions to change, add or delete items contained in the By Laws and/or ACTRA Rules and Regulations (as published on the ACTRA website), must be made in writing, complete with reasons and two supporting signatures of current ACTRA members in good standing, to the Board for review at least 30 days prior to the AGM or Spring Meeting. The motion will then be sent out by the ACTRA Secretary to the membership via email for a minimum twenty-one-day review period.

1.2 Motions made less than 30 days prior to the spring meeting may not be voted on at that meeting if it is the consensus of the members present at the meeting that the motion cannot be sufficiently addressed in a timely manner and/or it may impact rides already sanctioned. The motion will be carried over to the agenda at the AGM for discussion and voting.

1.3 Motions made from the floor of the AGM with a seconder, may be discussed if there is time, but can be tabled for vote until the next meeting by the Chair.

1.4 If the vote is successful, the final wording of the rule will be reviewed by the membership prior to being entered into the relevant section of the ACTRA Regulations and Rules.

1.5 All rule changes will be published in the ACTRA Newsletter within 30 days of the meeting and the By Law or the ACTRA Regulations and Rules on the ACTRA webpage will be updated to reflect the rule change within 30 days of the meeting. If the rule change impacts a ride that has already been sanctioned, the Board member responsible for Sanctioning will ensure the Ride Manager is aware of the rule change.

2. MEMBERSHIP:

2.1 All **new and renewing members must complete and submit a membership application form** to the ACTRA Treasurer along with the appropriate membership fee as outlined on the ACTRA Membership Information page on the ACTRA website. It is the responsibility of members to provide to the Secretary any changes in contact information after the annual membership form has been submitted.

2.2 **Any existing member who has not paid their membership dues by March 1st** of each calendar year will be removed from the Current Member list on the ACTRA Webpage, the ACTRA Members Only Facebook page and the distribution list for the Newsletter. Once a

membership fee is paid in full, the membership will be renewed and the member will become an active member and included in the said lists as noted above.

3. ACTRA AWARD ELIGIBILITY:

3.1 Any person may ride in an ACTRA ride, but only ACTRA members and ACTRA registered mounts are eligible for year-end awards. Miles will be accumulated for horses that are registered with ACTRA and riders who are members of ACTRA.

3.2 ACTRA's ride season will begin on October 6th of the previous calendar year and end on October 5th of the current calendar year. Sanction fees and ride results must be received by the proper ACTRA Directors by October 19th of the current year, or the ride cannot be included in the Year-End Awards for that year. The points earned but received after October 19th will be included in the following year results.

3.3 Horses ridden by either Junior or Senior riders are eligible for Year End Breed Awards.

4. MEMBER MILEAGE CONSIDERATIONS:

4.1 All sanctioned competition miles are eligible for mileage accumulation awards.

4.2 Members joining ACTRA in their second year of competition are able to receive credit for miles accumulated in the previous year. To receive credit for the previous year, members need to make written application to the statistician.

4.3 To qualify for mileage awards: 100, 250, 500, 750, 1000, etc., horses and riders must have actually covered a minimum of those miles.

4.4 Members of ACTRA receive a financial contribution of \$80.00 towards an award for every 1000-mile increment earned.

4.5 ACTRA members may accumulate miles from other recognized trail riding associations provided that members submit their outside miles to the statistician before October 19th of each year; accompanied by a \$10 fee per each non-ACTRA sanctioned event they and/or their mount participated in and provided that their total lifetime mileage contains at least 50% ACTRA miles. (fee increase Nov 2018)

4.6 ACTRA mileage will be credited only to horses and riders who have completed an entire ride, be it a multi-day ride or single day ride. A completion has to be given by the Judge.

4.7 Renewing ACTRA members must renew their ACTRA membership prior to attending a sanctioned ACTRA ride. Any mileage accrued, while not being an ACTRA member in good standing, will not be allocated to their mileage total for that season.

5. MOUNT REGISTRATION AND MILEAGE CONSIDERATION:

5.1 Only ACTRA registered horses are eligible for Year End Awards and accumulated mileage awards.

5.2 In order for a horse to qualify for year end awards and mileage milestone awards, the owner or rider of the horse must be a member of ACTRA and must submit the Mount Registration form along with the once-in-a-lifetime fee of \$25.00 to the ACTRA Treasurer by no later than October 19th of any given calendar year in order to qualify for year end awards for that calendar year.

5.3 It is the owner's responsibility to include a copy of the horse's registration papers with the Mount registration form to qualify for the applicable breed year end awards. Otherwise, the horse will be assumed to be a grade. Upon receipt of the Mount Registration form and the once in a lifetime fee, a certificate of registration with ACTRA will be issued to the owner and a registered mount number to be used on future entry forms.

5.4 Transfer of a mount registration to a new owner requires a \$2.00 administration fee and a Mount Registration form with the new owner information and the Mount Registration number noted.

5.5 ACTRA registered mounts receive a financial contribution of \$80.00 towards an award for every 1000 miles accumulated in competition.

6. POINT SYSTEM:

6.1 All ACTRA sanctioned CTRs have the approval of the International Arabian Horse Association, and points can count towards merit awards, but it is the horse owner's responsibility to have ride management fill in the proper paperwork.

6.2 POINT SYSTEM FOR YEAR-END AWARDS

- 1st -- 7 points
- 2nd -- 6 points
- 3rd -- 5 points
- 4th -- 4 points
- 5th -- 3 points
- 6th -- 2 points
- Completion 1 point

6.3 Horsemanship as above except no point for completion.

6.4 Competitors must be eligible for placings in order to receive the 1 point for completion.

6.5 Scoring points for ER/LD for year ends to be allotted as 11 for first, 10 for second, etc. Competitors completing after tenth will receive 1 point. (Nov 2015)

7. MEETINGS:

7.1 All meetings will be conducted in accordance with Roberts Rules of Order.

7.2 Notice of date, time and location of the Annual General Meeting and the Spring Meeting must be received by the members a minimum of thirty days prior to the meeting via email. The location of the General Meetings will be the responsibility of the Chair or their delegate.

7.3 A written agenda must be sent to all current members via email no later than two weeks prior to the meeting date. If there are any changes or additions made to the agenda between one and two weeks prior to the meeting, members must be notified. No additions will be made to the agenda within one week of the meeting with the exception of those added from the floor at the beginning of the AGM and/or Spring Meeting when new items are called for discussion, if time warrants. If the Chair deems there is insufficient time to address any items on the agenda, they can either ask the members present to extend the meeting time, or add the items to the agenda for the next scheduled meeting.

7.4 A quorum will be deemed as achieved if there is a simple majority (50% +1) of the Board of Directors present AND at least 10 the current voting members present at the meeting either in person or through a Club approved virtual format. If a quorum is not achieved, the meeting will be postponed and rescheduled to a later date.

8. GRIEVANCES AND/OR COMPLAINTS:

8.1 Any grievances and/or complaints by ACTRA members should be sent in writing to the attention of the Chair by email or by mail. If the Chair is the subject of, or a party named in the grievance, the grievance should be sent to the Vice Chair.

8.2 The Chair/Vice Chair will strike a Grievance Committee consisting of the Chair/Vice Chair, the Director of Rules, and the Director of Public Relations and Newsletter to review the grievance and gather further information on the matter if necessary. If the grievance is in relation to any one of those parties noted above, the Chair will ask the Vice Chair to lead the grievance committee and select two other Board members not named in the grievance.

8.3 If the Chair deems it necessary to involve an outside mediator on the matter, the Chair will reach out to the relevant provincial equine sport organization for assistance on selecting a mediator.

8.4 Once the Grievance Committee has completed it's investigation, it will report it's findings to the full Board of Directors and the Board will vote on the recommendation for action made by the Committee.

8.5 The Chair (or a delegate from the Grievance Committee if the Chair was a named party in the complaint) will report back to the complainant on what action(s) the Board has recommended to take.

9. SOCIAL MEDIA POLICY:

9.1 ACTRA will maintain one Facebook page called Members only – ACTRA. All notifications of Club matters and events will be posted on the Members only – ACTRA page. It is at the discretion of the member posting whether or not they choose to also post on the open Facebook page called "Atlantic Canada Trail Riding Association" but members should be aware that the content of the page is not monitored/maintained by the Club.

9.2 The positions of Secretary, Treasurer and Director of Sanctions will be given Administrator access to the Members only -ACTRA.

9.3 All posts to the Members Only – ACTRA page will be monitored and approved by an Administrator based on the guidelines noted in the About – Rules from the Admins section of the page prior to being made live - except for posts created by a member of the Board. Posts made by Board members will be posted automatically and it is up to the Board member to ensure the content is appropriate.

9.4 It is the responsibility of the Secretary to ensure new members are granted access to the Members Only page within five calendar days of the Club receiving their membership application.

Appendix A – Description of Directors Responsibilities

The following are an outline of the responsibilities of each Offices and are meant as a guide. Day to day activities and assignment of specific duties are at the discretion of the Board of Directors as a whole.

1. Chairperson will be responsible for:
 - 1.1 arranging for venue of all scheduled in person meetings and send out link for any virtual meetings via email and on the Members Only Facebook page;
 - 1.2 conducting the meetings using Roberts Rules of Order for small clubs and maintain order during the meeting;
 - 1.3 ensuring Agenda is prepared and distributed by the Secretary prior to all meetings;
 - 1.4 striking up a Grievance Committee as per by laws when a Grievance is received;
 - 1.5 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.

2. Vice Chairperson will be responsible for:
 - 2.1 Chairing any meetings if the Chair is unable to do so;
 - 2.2 stepping into the role of Chair if the Chair resigns or is removed from the Board until such time elections are held at the AGM;
 - 2.3 striking up a Grievance Committee if the Chair is unable to do so;
 - 2.4 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.

3. Secretary will be responsible for:
 - 3.1 recording, and publishing as soon as possible, minutes of all meetings to submit for approval to the Members/Directors at the following meeting.
 - 3.2 assisting Chair by having relevant correspondence available at meetings.
 - 3.3 with Chair, preparing Agendas using previous meeting minutes and items from Members/Directors.
 - 3.4 working with Newsletter Editor, ensure Members/Directors receive Agendas as soon as possible before meetings.
 - 3.5 keeping ACTRA records including meeting minutes, Director and Committee reports and official correspondence (except those kept by another Director?)
 - 3.6 making sure these records are available to members, in accordance with ACTRA rules.
 - 3.7 working with Treasurer and Newsletter Editor, keep a membership list with contact information.
 - 3.8 act as point person for ACTRA website to request changes, updates and member access.
 - 3.9 preside over the election of a temporary chairperson for a meeting if the Chair or Vice Chair are absent.
 - 3.10 assist Directors and Members whenever possible;
 - 3.11 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.

4. Treasurer will be responsible for:
 - 4.1 managing all incoming and outgoing funds on behalf of the club through access to the Club's bank account;
 - 4.2 preparing financial reports for both the Spring Meeting and the AGM;
 - 4.3 receiving and processing all membership dues and provide updates on current and new members contact information to the Secretary;
 - 4.4 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.

5. Sanctions Director will be responsible for:
 - 5.1 providing Sanction kits to Ride Managers within four business days of receiving a sanctioning request;

- 5.2 providing guidance to Ride Managers on the sanctioning process as required and/or requested;
 - 5.3 ensuring a Ride Manager is a member in good standing at the time of sanctioning;
 - 5.4 ensuring Ride Managers have entered full ride details into the ACTRA Calendar no later than 30 days prior to the ride date;
 - 5.5 preparing a sanctioning report for the AGM;
 - 5.6 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.
6. Statistics Director will be responsible for:
 - 6.1 tracking and processing ride results in order to calculate year end rewards from Ride Managers including posting ride results on ACTRA Website;
 - 6.2 co-ordinating the preparation of prizes and certificates for year end rewards, including proofreading all content;
 - 6.3 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.
7. Rules Director will be responsible for:
 - 7.1 reviewing minutes for any changes to rules and work with Secretary to update Regulations and Rules posted on ACTRA website;
 - 7.2 responding to inquiries from members, Ride Managers and Directors on ACTRA rules and provide guidance if rule is not available for specific circumstances;
 - 7.3 will participate in any Grievance Committees formed by the Chair as per by laws;
 - 7.4 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.
8. Public Relations and Newsletter Director will be responsible for:
 - 8.1 publishing a minimum of three Newsletters (or some form of communication to all members) each calendar year via email to all active members and posting each communication on the club's website under the Newsletters/Minutes tab.
 - 8.2 maintaining an email distribution list of current members email addresses;
 - 8.3 posting each sanctioned ride on the Nova Scotia, New Brunswick and PEI Equine Sport Organization calendar as soon as the ride is sanctioned;
 - 8.4 gathering ride results from Ride Managers within 2 weeks after each ride for publishing in the Newsletter and on both the Members Only Facebook page and the open Facebook page;
 - 8.5 identifying and attending events that offer opportunities to promote ACTRA membership and participation in ACTRA sanctioned rides;
 - 8.6 sharing any notices of resignation of a Board member with the rest of the Board upon receipt.