

Atlantic Canada Trail Riding Association

CONSTITUTION - DRAFT

Updated: April 21, 2025

Article 1 - NAME

1. The name of the Club shall be called the ATLANTIC CANADA TRAIL RIDING ASSOCIATION (ACTRA), herein referred to as the Club.

Article 2 - PURPOSES

1. The primary purpose of the Club is to promote and coordinate the sport of equestrian Competitive Distance Riding in the Atlantic Provinces through competition and education. The Club will accomplish this purpose through the use of ride sanctioning and supporting and/or sponsoring events such as clinics and seminars.
2. As a secondary purpose, the Club may, from time to time, choose to support local charities, charitable activities or local events.
3. The Club shall carry out its activities without purpose of gain for its members.
4. Any profits generated by the Club shall be used solely to promote its purposes.

Article 3 - GOVERNANCE

1. ACTRA will be governed by the regulations set out in the Constitution, By Laws and the ACTRA Regulations and Rules as published on the ACTRA webpage.

Article 4 – CODE OF CONDUCT

1. ACTRA will not tolerate inappropriate behaviour such as bullying, harassment, and/or using language that is demeaning or offensive, by any member of the club or any participant or visitor at any ACTRA sanctioned event or in any ACTRA publications (including social media).
2. If any member observes, or is the recipient of inappropriate behaviour, or has any grievance or complaint of any kind, they should report the incident through the Grievance Process as outlined in the By Laws.

Article 5 - MEMBERSHIP

1. Membership in the Club is open to any person who does not contravene any criteria outlined in this Constitution or By Laws or ACTRA Regulations and Rules.
2. In submitting a membership application, the prospective member agrees to abide by the Constitution, By Laws and ACTRA Regulations and Rules as published on the ACTRA Website.
3. A member in good standing is any individual who has paid their membership dues for current calendar year, has submitted the Membership Information and Application Form (as found on the ACTRA website) and has not had their membership revoked or suspended.
4. The Club will accept membership on a calendar year basis.
5. An individual must be a member in good standing in order to earn mileage and points towards year end awards.

6. The Club offers two types of membership: 1) Individual Membership and 2) Family Membership. Definition of family is two adults (primary member and secondary member) and any junior members living in the same household. Junior members are defined as sixteen years and under as of November 1st of the current ride season. Family members must reside at the same address as the primary member.
7. Each membership entitles the member to one vote. A family membership will entitle the family to a maximum of two voting members. Only senior members can vote.
8. Further details on membership and lifetime Mount Registration information can be found in the By Laws.

Article 6 – FINANCES

1. The fiscal year shall be from January 1 to December 31.
2. All income of the Club must be used for the purposes of the Club.
3. A minimum of two duly designated Board of Directors (the Treasurer and one other Director) is required to have signing authority for the Club's bank account, but only one signature is required on any cheques/etransfers/payments issued on behalf of the Club.
4. An annual financial report shall be prepared by the Treasurer and presented at the Annual General Meeting for approval by the membership.
5. All fees and dues will be reviewed annually by the Board of Directors and any changes will be announced at the AGM but will be effective the following calendar year.
6. Any member may review the financial status of the Club by providing a written request to the Treasurer and copied to the Chair.

Article 7 – MEETINGS

1. The Club will host a minimum of two (2) meetings per year of the whole membership. These meetings may be held in-person or through a Club approved virtual format. Should a situation arise that warrants it, the Board of Directors may call special meetings of the whole membership.
2. All meetings will be conducted in accordance with Roberts Rules of Order.
3. The Club will hold an Annual General Meeting on the second Saturday in November.
4. The Club will hold a spring meeting on the fourth Saturday of April.
5. If a holiday conflict arises in any calendar year, the BOD can change the meeting date(s) to before or after the holiday with 30 days written notice to all members.
6. If either the AGM or the spring meeting is cancelled by the Board due to unforeseen circumstances (such power outage, problem with the venue, or weather conditions), they will give the members as much notice of the cancellation as possible and will reschedule a new date within 30 days of the original date.
7. A formal notice of each meeting will be sent to all members via email and posted on the ACTRA Members Only Facebook page by the Secretary 30 days prior to the date of the meeting and will include: the date, time and location of the meeting and if the meeting is being offered virtually, as well as in person, instructions on how to join the meeting will be included in the notice. The notice will include instructions to members on how and where to send agenda items for the upcoming meeting by no later than 10 days prior to the meeting date.

8. Ten days prior to the meeting the Secretary will circulate a written agenda to all members. Any agenda items not received more than 10 days prior to the meeting can be added to the agenda at the beginning of meeting if time allows. The Chair will determine if there is time to cover all agenda items, or if any items need to be carried over to the next scheduled meeting.
9. Each individual member has one vote on motions. Family membership can have up to two voting members from the same family. Only senior members are eligible to vote.
10. At any meeting, except Board of Directors, a quorum is achieved when there are 10 voting members and a simple majority (50% +1) of the current Board of Directors present at the meeting either in person or via a Club approved virtual format.
11. At any Board of Directors meeting, a quorum is achieved when a simple majority (50% +1) of the members of the Board of Directors attend.
12. A simple majority (50% +1) of voting members attending the meeting is required to carry a motion.

Article 8 – COMMITTEES

1. Standing or special committees may be created as needed to promote the purposes of the Club.
2. Any committees must have at least one member of the Board of Directors as a member of the committee.
3. The Board of Directors must approve committee projects including a budget prior to all undertakings. Any expenditures outside the approved budget must be approved by the Board of Directors prior to expenditure being made.

Article 9 – BOARD OF DIRECTORS

1. Elections for eight Directors- At- Large will be held at the AGM each year and will form the Board of Directors. Nominations will be taken from the floor or through a Club approved virtual platform.
2. The following positions will be appointed from the eight Directors-At-Large by the newly elected Board: Chair, Vice Chair, Treasurer, Secretary, Director of Sanctions, Director of Statistics, Director of Public Relations and Newsletter, and Director of Rules.
3. An individual must be a member in good standing in order to be nominated as a Director and has paid their membership dues by no later than January 15 of each calendar year if they are a renewing member.
4. If a member wishes to be nominated as a Director but is unable to attend the AGM either in person or virtually, another member can nominate them if they provide to the Chair prior to the commencement of the AGM, a written and signed statement from the individual that they are willing to be nominated as a Director.
5. The term of office for each elected Director shall be for a period of three years. Directors may be re-elected for any number of terms.
6. Each Director has only one seat on the board.
7. If a Director fails to fulfill their duties and responsibilities, the Chair has the responsibility to discuss the issue with the Director in question, and request the Director resign their position on the Board if they are unable to complete their responsibilities. If the Director refuses to resign, the Chair can ask the remaining members of the Board to vote on removing the individual from

the Board. If the majority of the Board votes to remove the individual, they may do so and invite a member to be an interim Director until the next AGM.

8. If a Director resigns, or is removed from the Board, prior to that year's AGM, the Board has the authority to appoint a member as an interim Director to fill the vacancy from the membership at large. An election to fill the vacancy will then be held at the next AGM and the newly elected Director will commence a three-year term.
9. If a Board member chooses to resign prior to the end of their term, they are expected to submit a written notice of resignation to the Chair that includes the effective date of the resignation.
10. The Board may, at their discretion, shuffle roles on the Board at any time during the calendar year with the consensus of the simple majority (50% plus 1) of the Board members.

Article 10 - TYPE OF RIDES TO BE SANCTIONED

1. ACTRA will sanction six different types of rides: Judged Pleasure (JP), Competitive Trail Rides (CTR), Introductory Distance Rides (IDR), Limited Distance Rides (LD), Endurance Rides (END) and Introduction to Endurance Rides (INE).
2. All rides must be run in accordance to the ACTRA Rule Book – General Overview section as well as the specific rules for each type of ride as posted on the ACTRA Website under Ride Types/Rules section.
3. The ride season runs from November 1st of the previous calendar year to October 31st of the current calendar year.

Article 11 – DIVERSITY, EQUITY AND INCLUSION POLICY

1. Diversity, equity and inclusion are fundamental frameworks that aim to promote the fair treatment and full participation of all people in all Club activities. Especially those groups of people who have historically been underrepresented or subject to discrimination based on identity or disability. The definitions of diversity, equity and inclusion are as follows.
2. Diversity: The presence and participation of individuals with varying backgrounds and perspectives.
3. Equity: Equal access to opportunities and fair, just and impartial treatment.
4. Inclusion: A sense of belonging in an environment where all feel welcomed.

Article 12 – DISBANDMENT or REORGANIZATION OF ACTRA

1. The disbandment or reorganization of the Club will be the decision of ACTRA members.
2. In the event of disbandment or reorganization of the Club, a notice of motion must be presented and the motion considered at a special general meeting called for that purpose.
3. Any member in good standing of ACTRA can submit a notice of motion to disband or reorganize the Club by submitting a written request to the Chair that includes the support of at least four other members in good standing of the Club. The reason for the disbandment or reorganization must be included in the request.
4. The Chair will call for a special meeting of the Club (either in person or via an approved virtual format) to vote on the motion to disband the Club.

5. The meeting notice to members will include the current bank balance as provided by the Treasurer and note any outstanding expenses yet to be paid or any revenue yet to be collected as of the date of the meeting.
6. An affirmative vote of two-thirds of the remaining members shall be required to carry the motion.
7. Upon disbandment all liabilities and financial obligations of the Club have been discharged, or adequate provisions made. Any remaining funds will be disbursed to other charitable organizations as nominated by and voted on by the members.

Article 13 – AMMENDMENTS TO THIS CONSTITUTION

1. Motions to change, add or delete items from the Constitution, must be made in writing, complete with reasons and two supporting signatures of current ACTRA members in good standing, to the Secretary for review by the Board of Directors at least 45 days prior to the AGM. The motion will then be sent out by the ACTRA Secretary to the membership via email for a minimum 30 day review period.
2. The published agenda for the AGM will include the motion to amend as an agenda item. An affirmative vote by a majority (50% plus 1) of the voting members at the AGM shall be required to carry the motion to amend the Constitution.
3. All changes to the Constitution will be published in the ACTRA Newsletter within 30 days of the AGM and the Constitution on the ACTRA webpage will be updated to reflect the change within 30 days of the meeting.

Approved at the ACTRA AGM on mm/dd/yy