

**BYLAWS**

**OF**

**Turn-n-Burn  
Western Speed Events Club**

**RATIFIED DRAFT V1.6  
March 31, 2010**

# UNINCORPORATED NON-PROFIT ORGANIZATION:

## Article 1 TITLE, PURPOSE, LOGO

- 1.1 Organization Name.** The name of the organization shall be Turn-n-Burn Western Speed Events Club, also to be referred to as Turn-n-Burn or as the initials TnB.
- 1.2 Purposes of Organization.** The purposes of this organization are to establish, maintain and operate a nonprofit volunteer organization dedicated to promoting the sport of Barrel Racing and other Western Speed Events. This is done primarily by running 5 club shows per year as well as doing promotional events such as (but not limited to) expos, trade shows, demonstrations and fairs.
- 1.3 Principal Place of Business.** The principal place of business of TnB shall be at the address determined by the Board of Directors of the Organization.
- 1.4 Logo.** The Board of Directors shall be in charge of the logo, and may authorize its use by appropriate individuals.

## Article 2 MEMBERSHIP

- 2.1 Categories and Eligibility.** Only Active Members shall be eligible to serve on the Board of Directors.
- 2.1.1 Active Members.**
- 2.1.1.1** Active members shall consist of persons that have paid the current Individual Membership fee or as part of the Family Membership fee for the current calendar year. A family is defined as two adults and two youths under 18 residing in the same household.
- 2.1.1.2** Active Members shall have the following privileges:
- To vote at elections and on referenda
  - To propose and second amendments to these rules and to the constitution during the Annual General Meeting.
  - To nominate or second candidates for office
  - To stand for election and to hold office.

- To compete in events at regularly scheduled shows and to participate in other club activities.
- To be eligible for year-end awards and titles.

- 2.1.2 Honorary members.** Are individuals who are designated as an honorary member by majority vote of the BOD. Such members should be individuals who have meritoriously served Turn-n-Burn in a manner that the Board deems worthy of recognition. Honorary members pay no annual dues but have active membership privileges. Class fees still apply for Honorary Members.
- 2.2 Termination of membership.** Membership and all privileges in the Organization shall be terminated for either failure to pay dues as prescribed in article 2.1.1 of these regulations or on the occasion that said member acts in the manner which the BOD deems detrimental to the Organization. Termination of membership shall require a majority BOD vote. Upon such termination, if that year's membership dues have been paid in full the current year's membership dues will be returned to the subject member on a prorated basis, by month, based on a calendar year (not when the member actually joined/paid). Membership on any of the TnB email lists or forums shall be rescinded if the rules of conduct for the list are violated by the member.

### **Article 3 DUES, FEES AND OBLIGATIONS**

- 3.1 Amounts.** Dues and privileges for each category of member will be set by a majority vote of the Board of Directors and shall be reviewed and published annually.

**3.1.1** All dues are payable in advance of privileges commencing.

**3.1.2** Dues will be waived for Honorary members.

#### **3.2 Administration - Rules, definitions and procedures**

**3.2.1 Dues Payable.** Dues are payable prior to commencement of privileges. Membership dues are based on a rolling 12 month year beginning from the previous year's first show, regardless of the date of joining.

**3.2.2 Personal Insurance.** All members are REQUIRED to hold current Equine Liability Insurance coverage. Turn-n-Burn recommends that its members consider joining the Ontario Equestrian Federation (OEF) in order to opt in to their \$5M Liability coverage. Failure to provide proof of insurance will result in the member not being permitted to participate in any Turn-n-Burn event.

**3.2.3 Member in Good Standing.** A member is considered in "good standing" by fulfilling its financial obligations to TnB and by abiding by all of the Organization's rules. Membership and privileges are suspended by loss of "good standing" status.

**3.2.4 Failure to Pay Dues.** Failures to pay dues or other debts to TnB are examples of failure to fulfill financial obligation.

**3.2.5 Grace Period.** Thirty (30) days grace period from the delinquency date will be given to delinquent members before suspension is enforced. Privileges will be reinstated within 30 days of receipt of money.

**3.2.6 Suspended Members.** Members who have been suspended from membership for nonpayment of dues may be reinstated by paying dues for the current fiscal year.

**3.2.7 Nontransferable.** Membership and dues to TnB are nontransferable.

## **Article 4 BOARD OF DIRECTORS**

**4.1 Composition.** There shall be a Board of directors of Turn-n-Burn. It shall consist of the immediate past president and a minimum of three (3) and a maximum of eight (8) other members elected by the members of TnB. The officers shall be elected by the Membership, and shall consist of the President, Past President, Vice President, Secretary, Treasurer, Ring Manager. Directors are able to hold more than one office if necessary.

**4.2 Eligibility.** Nominees must be current, Active Members in good standing at the time of nomination to run for election and willing to serve as a member of the Board of Directors. Only Active or Honorary Members shall be eligible to serve on the Board of Directors.

**4.3 Terms of Office.** The officers shall serve a one-year term, with the exception of the Treasurer, who shall serve for a two-year term. Newly elected officers shall assume their duties at the Board meeting following their election after the approval of the minutes of the prior Board meeting. This meeting shall constitute a reorganizational Board meeting. If a director resigns or can no longer perform his/her function, the Board shall appoint a successor to serve the expired Board position until the next time a regular election is held. The Immediate Past President shall serve on the Board until replaced by the succeeding Past President.

**4.3.1 Office Past President.** The office of Past President shall be filled by Present leaving office from previous year. The Past President shall hold a voting position on the BOD, for a period of 1 year following their position as President.

**4.4 Dismissal.** Directors may be removed from office by a majority vote of the BOD. Members may request a vote for the dismissal of a Director by bringing forth a motion to any director and having that director make a formal motion to the BOD for a vote.

**4.5 Resignation.** Any Board of Directors member wishing to resign must submit a written resignation to the Board of Directors at least ten (10) days prior to effective date of resignation. Board of Directors members holding an Officer position must submit a written resignation at least thirty (30) days prior to resignation. An executive member who misses two consecutive board meetings without giving reason which the full executive feels is valid shall be deemed to have tendered his / her resignation.

#### **4.6 Board of Directors' Meetings**

**4.6.1 Regular Meetings.** The Board shall hold a regular meeting twice a year, or more often as needed, in which all officers will provide a status update on all current activities, or committees.

**4.6.2 Annual General Meeting.** There shall be one Annual General Meeting per year, held in the late winter or early spring, at which all active members are welcome to participate and vote. The BOD will provide the members with no less than two weeks (14 days) notice of the date and location of the AGM.

**4.6.3 Referenda.** By email, mail or wire the president may refer to the Board questions relating to the affairs of the Organization which in his/her opinion require immediate action. A majority vote of the Board is required to take action. The results of such a referendum vote shall be binding on the Board, the Organization, its committees, and members.

**4.7 Duties.** The Board of Directors shall:

**4.7.1** Transact the general business of the Organization.

**4.7.2** Establish major administrative policies governing the affairs of the Organization and devise and develop policies for the Organization's growth and development.

**4.7.3** Provide for the proper care of materials, equipment, and funds of the Organization, for the payment of legitimate expenses.

**4.7.4** Appoint standing committees as needed.

**4.7.5** Appoint special committees as may be needed.

**4.7.6** Fill any vacancies on the Board in the interim between annual meetings except a vacancy in the office of the President. Should the office of President become available between AGM's, the Vice-President or Past-President shall assume the role and responsibilities of the President for the duration of the term. The Board may opt to replace the vacancy of the office of Vice President at that time.

**4.7.7** Determine the date and place for holding the Board meetings.

**4.7.8** Record referendum votes of the Board and Membership.

**4.7.9** Upon expiration of their term, promptly surrender all Organization property in their possession.

**4.7.10** Maintain and enforce the "Rule Book" that governs the rules of membership and events hosted by TnB, attached herein as "Appendix A".

#### **4.8 Officers:**

**4.8.1 Titles:** The officers of the Organization shall be a President, Past President, Vice President, Secretary, Treasurer and Ring Manager.

**4.8.2 Succession of order.** In the event of absence or incapacity of the President, the Vice President shall assume his/her duties. If permanent, he/she will serve until the Board elects a successor. A quorum (1/2 the number of existing Board members plus one) must be in present at meetings to conduct business, the first order of which will be to confirm duty realignment by majority vote.

**4.8.3 Duties of Officers.** The officers of the Organization shall perform the duties usually performed by such officers, together with such duties as hereinafter described.

#### **4.8.4 Specific Provisions:**

##### **4.8.4.1 The Secretary shall:**

**4.8.4.1.1** Record the minutes of all meetings of the Organization and of the Board of directors.

**4.8.4.1.2** Preserve all papers, letters and transactions of the Organization and have charge of the Organization's logo

**4.8.4.2 The Treasurer shall:**

**4.8.4.2.1** Report to the Board of Directors at each meeting the financial condition of the Organization, to include an oral financial statement. A written financial statement may be required from time to time and the treasurer will be given two weeks to provide this to the Board. The annual financial statement is to include a balance sheet, and a statement of income.

**4.8.4.2.2** Present to the Board of Directors and General Membership a full Financial Report including Profit & Loss statement at the AGM.

**4.8.4.2.3** Present to the Board of Directors and general membership a budget of the proposed and anticipated expenses for the forthcoming year.

**4.8.4.2.4** Advise the Board of Directors and Members on the financial impact of their decisions.

**4.8.5 General Board Duties:**

The Directors of TnB shall:

**4.8.5.1** Locate and secure a suitable facility in which to hold shows. A sand ring, preferably with a chute and with acceptable footing and appropriate parking available for trucks and trailers shall be selected.

**4.8.5.2** Schedule five (5) shows, on the fourth Saturday of every month beginning in May and ending in September.

**4.8.5.3** Schedule one or two rain dates in September or early October.

**4.8.5.4** Book Trade Shows, Fairs and promotional events as the opportunities arise that are appropriate for the organization.

**4.8.5.5** Book an Annual Banquet at an appropriate venue to be held at the end of November typically.

**4.8.5.6** Ensure that all competitors, including non-members sign the appropriate forms including waivers.

**4.8.5.7** Ensure that all competitors, including non-members abide by the supplemental Turn-n-Burn Rule Book for the current year, attached herein as "Appendix A".

## **Article 5 MEETINGS AND ELECTIONS**

**5.1 Parliamentary Authority.** The rules contained in *Robert's Rules of Order* shall govern meetings of TnB in all cases for which they are applicable and in which they are not inconsistent with these regulations and By-Laws.

**5.2 Nominations.** Nominations for the Board positions shall be made to the BOD. Any active member of TnB may nominate a person(s) for each open Board seat. After first confirming that each nominee meet the Nominations must meet the following requirements:

**5.2.1** Membership dues are current.

**5.2.2** Nominee is willing to serve if elected.

**5.2.3** Nominee must be in attendance at the AGM in which the election is taking place.

**5.3 Voting:** Directors shall be elected by secret ballot at the AGM. Members are permitted to vote by proxy, should they wish to send a suitable representative to act on their behalf with prior written notice to the BOD.

**5.4 Referendum Vote:** TnB By-Laws may be amended only by a direct referendum ballot of eligible TnB members. Voting by proxy is permitted as above. All proposed amendments shall be sent to the BOD for study and recommendation to the Board. Upon approval of the majority of the Board, proposed by-law amendments will be submitted to the voting membership for a referendum ballot.

**5.5 Tie Votes:** The President shall cast the deciding vote in the incidence of a tie.

### **5.6 Quorum**

**5.6.1 Board of Directors:** A quorum of the Board of Directors is constituted by: One half of the number of members of the Board, plus one (a majority of the Board).

**5.6.2 Committees:** A majority of the members including the Chairperson.

## **Article 6 ADMINISTRATIVE REGULATIONS**

**6.1 Fiscal Year.** The fiscal year of TnB shall be from January 1 through December 31.

**6.2 Dissolution Clause.** If due to unforeseen circumstances it becomes necessary for TnB to dissolve itself, the Board will organize that procedure so that all assets of the organization will be dispersed of by first offering the hard assets to other non-profit horse clubs (i.e. Durham Saddle Club, Trailblazers, etc). Remaining assets are to be auctioned off and proceeds will be combined with any funds remaining and donated to a registered non-profit organization (i.e. OSPCA, etc).

## **Article 7 DISCIPLINE PROCEDURES**

**7.1 Prohibited Conduct.** If the TnB finds that any person has failed to comply with any of these regulations or the rules and regulations outlined in the current year "Rule Book", or has been guilty of misconduct or misrepresentation which in any manner involves the purpose or good name of TnB, such person may be expelled or suspended from membership, and may be denied the privileges of TnB and subjected to such penalties as may be written within its powers to impose.

### **7.2 Procedure:**

**7.2.1** Any party with interest may file with a Director of TnB, or upon a majority vote of membership, TnB may, upon information and belief, file with a Director, a plain and concise statement specifying the alleged acts of misconduct or misrepresentation of a member. The Director shall refer copies of said statement, together with any other pertinent information to the Board of Directors. If a majority of the Board concludes that the charges, if true, involve the purpose and integrity of TnB, the Board shall investigate the charges.

**7.2.2** Before the Board takes any action against the accused member, he/she shall be furnished a concise statement of the charges with a notice that he/she file a written answer thereto within fifteen (15) calendar days, or in default thereof, said changes may be taken as true. The board, at its discretion, may decide the issues upon the evidence at hand, conduct further investigation, and/or grant a hearing to the accused if so requested. The decision of the board may be appealed to the Board of Directors if it is adverse to the accused. The decision of the Board about the appeal shall be final.