



Trail
Riding
Alberta
Conference

BY-LAWS HANDBOOK 2014

© Copyright 2014

Instructions for editing: This handbook contains both general information and bylaws of Trail Riding Alberta Conference (TRAC). Changes to the bylaws requires a vote at the TRAC AGM. See details in this handbook outlining the process. When the handbook is edited an indication of the (month/year) the change was voted on is appended to the sentence or paragraph changed/added/deleted (not when the editor edited the handbook).

**Trail Riding Alberta Conference
2014 By-Laws Handbook**

This handbook is provided for the use of the members of TRAC.

See the most up to date version online at <http://www.trailriding.ca>.

Table of Contents

THE SOCIETIES ACT BY-LAWS NO. 10554	3
MEMBERS	3
FEES.....	3
BOARD OF DIRECTORS	4
BOARD OF DIRECTORS.....	5
SIGNING AUTHORITIES	6
MEETINGS.....	6
DELEGATES.....	7
COMMITTEES.....	7
DUTIES AND POWERS OF TRAC	8
AMENDMENTS OF BY-LAWS.....	8
DISSOLUTION CLAUSE	9
GRIEVANCE PROCEDURES	10
GUIDELINES FOR TRAC TEAM SELECTIONS	13

Trail Riding Alberta Conference Societies Act Application:

We, the undersigned, hereby declare that we desire to form a society under the Societies Act, R.S.A. 1970, and that:

1. The name of the Society is: **Trail Riding Alberta Conference.**
2. The objectives of the conference are the encouragement, promotion, coordination and development of horse related activities within the Province of Alberta. For example:
 - a) To provide leadership in equine related activities in Alberta so that individual members and the horse industry in general may be stimulated and encouraged to raise their standards of breeding, care, handling, riding, training and enjoying horses to the highest level possible. Competitive Trail Riding, Endurance Riding, and Pleasure Riding will be actively promoted to the highest standards.
 - b) To promote programs of instruction, education and information regarding Competitive Trail Riding, Endurance Riding and Pleasure Riding horses for members of the Conference and the public at large.
 - c) To foster the establishment of Equine Recreational Areas, Trails Bridle Paths, and facilities to achieve the foregoing.
 - d) To cooperate and assist the Alberta Horse Council, Regional Horse Councils, cities, towns and municipalities, horse clubs, individuals and related horse associations in other areas in establishing trails and access routes for pleasure, competitive and endurance riding.
 - e) To provide coordination of the activities of the member organizations and individuals and provide effective communication with other associations and groups with similar interests.
 - f) To cooperate and assist any person, group, association or agency interested in humane treatment and prevention of cruelty to horses.
3. The operations of the conference are to be chiefly carried on in the Province of Alberta.

Dated this 11th day of August, 1977

TRAIL RIDING ALBERTA CONFERENCE
(Incorporated November 7, 1977)
The Societies Act By-Laws
No. 10554
Corporate # 500105549

Wherever the initials TRAC appear hereunder, it shall mean the name of the society.

ARTICLE 1 - MEMBERS

There shall be three (3) classes of members which shall be admitted, retained, permitted to withdraw or expelled under such terms as the Board of Directors shall adopt from time to time.

A. Voting Single Membership

persons involved in any facet of the horse industry in the province of Alberta shall have the privilege of joining the Trail Riding Alberta Conference, entitled to one (1) vote.

B. Voting Family Membership

persons in one (1) family may join as a family group regardless of the number in the family, entitled to two (2) votes.

C. Voting Junior Membership

a person under the age of eighteen (18) years as of January 1 of each calendar year shall have the privilege of joining the Trail Riding Alberta Conference, entitled to one (1) vote.

Other classes of membership may be created from time to time by the Board of Directors.

ARTICLE 2 - FEES

Fees to be paid by members are as follows:

- A. Single Membership \$45.00 per fiscal year (revised 11/07)
- B. Family Membership \$60.00 per fiscal year (revised 11/07)
- C. Junior Membership \$30.00 per fiscal year (revised 11/07)

Membership fees may be adjusted by the Board of Directors. Dues shall be payable at the commencement of each fiscal year of the conference and shall be paid in full before members are allowed to vote at any meetings of the conference.

ARTICLE 3 - BOARD OF DIRECTORS

Section 1

The Board of Directors shall be elected by paid up members of TRAC The Board of Directors shall consist of ten (10) members. The term of office for Directors will be two (2) years. Five (5) Directors will be elected each year from the floor at the Annual General Meeting. (11/02)

Section 2

The executive Committee shall consist of:

- President
- Vice-President
- Secretary/Treasurer
- Immediate Past President

Section 3

The members of the Executive Committee shall be elected from the Board of Directors at the Annual General Meeting in January.

Section 4

Directors Meetings may be called by the president or any other two Executive Committee members.

Section 5

General Meetings shall be called by the Board of Directors.

Section 6

A. If a member of the Board of Directors misses four (4) consecutive meetings without due cause, the Board of Directors may, at their discretion, ask for that person's resignation.

B. Should a member of the Board of Directors not be able to fulfill his/her commitment, the Board of Directors may appoint another member to fill that position until the next annual election.

Section 7

The directors and members at large shall be reimbursed at a maximum of \$0.40 per kilometer per vehicle per director's meeting and other TRAC business, for mileage (one way) to be paid by the Secretary/Treasurer after each meeting or accumulation to year end where the distance traveled is less than fifty (50) miles. Directors and officers of TRAC shall receive no other remuneration for duties performed during their term of office. (11/07)

ARTICLE 4 - BOARD OF DIRECTORS

Section 1

The President, or in his absence, the Vice-President, shall preside at all meetings of TRAC to ensure that the desires and rules of TRAC are strictly observed, and he shall have general supervision over all activities of TRAC. When a vote is taken, the President, or in his absence, the Vice-President, shall not cast a ballot except in the case of a tie when he shall have the deciding vote.

Section 2

In the absence of the President, the Vice-President in order of election, shall assume all responsibilities of the President. When not acting in the capacity of the President, the Vice-President shall participate as a committee member with according voting privileges.

Section 3

The Secretary/Treasurer shall have the custody of all books, records, papers, and the corporate seal of TRAC. The Secretary/Treasurer shall control the collections and receipts of all monies payable to TRAC and supervise the keeping of all accounts of TRAC received and disbursed, and shall direct the deposit of all monies and valuables in the name and to the credit of TRAC at such bank as may be designated by the Board of Directors. The Secretary/Treasurer shall also keep a record of the minutes of all meetings and will be responsible to give notice of all meetings. The corporate seal shall only be used and affixed in the presence of the Secretary/Treasurer acting under instructions from the Board of Directors. At the direction of the Board of Directors, the Secretary/Treasurer position may be split into two (2) positions. (11/02)

ARTICLE 5 - SIGNING AUTHORITIES

The President, Vice-President and the Secretary/Treasurer shall have the authority to sign cheques issued on behalf of TRAC and all cheques issued shall be signed by any two (2) of these members, one (1) of which must be the Secretary/Treasurer.

ARTICLE 6 - MEETINGS

Section 1

A. A general meeting of members shall be held once a year to hear reports of officers and committees. Annual General Meetings shall be held within sixty (60) days after fiscal year. (11/09)

B. Written notice of the Annual General Meeting or a special General Meeting will be e-mailed, faxed or mailed a minimum of fourteen (14) days prior to meeting date to Association members.

C. The executive of TRAC may call a special General Meeting at such time as deemed appropriate.

Section 2

Reference Article 3, Section 4 (discretionary).

Section 3

Reference Article 3, Section 5 (discretionary).

Section 4

Twenty five (25) members duly authorized or 10% of the voting membership, whichever is the lesser, shall constitute a quorum at any annual general meeting or special general meeting.

Section 5

Five (5) members of the Board of Directors shall constitute a quorum for the purpose of Directors meetings, provided that notice of meeting has been executed and e-mailed, faxed or mailed to all Directors seven (7) days prior to meeting date. With the consent of all Directors, the seven (7) days notice of meeting by mail may be waived.

Section 6

The Board of Directors shall hold a special General Meeting upon receipt of a written demand signed by at least 10% of the membership of TRAC which sets out the nature of business to be brought forward. All such meetings shall be held at such places in the Province of Alberta and at such times and dates as the Board may prescribe.

Section 7

Voting privileges or audience may not be accorded any members unless membership fees are paid and they are in good standing regarding any other matter of By-Law or policy of TRAC.

Section 8

Notwithstanding the By-Laws of TRAC and the "Societies Act", meetings of TRAC shall conform to the generally accepted parliamentary procedures such as quoted in Roberts Rules of Order, Revised.

ARTICLE 7 - DELEGATES

Each Delegate shall consider himself a representative of the respective zone from which he is a member and further shall conduct himself in the best interests of horsemanship and the recreation in general. Each delegate will have one voting privilege. The delegate shall keep the Conference informed of their current name, address and telephone number.

ARTICLE 8 - COMMITTEES

Section 1

Committees will be appointed by the Board of Directors as and when required.

Section 2

A member of the Board of Directors must serve on a committee. The director on a committee shall be the chairman. (11/02)

Section 3

No member shall be appointed to any committee without his or her consent or, if absent, by written consent.

ARTICLE 9 - DUTIES AND POWERS OF TRAC

Section 1

Funds of TRAC should be used and dealt with for its legitimate objects and the By-Laws in general.

Section 2

TRAC may join by membership, affiliate with, or meet with any other organization of sufficient parental, local or provincial status, that would further the objects of TRAC.

Section 3

TRAC may exercise any borrowing power it sees fit provided that such powers conform with Section 19 and 20 of the Societies Act.

Section 4

Two (2) members in good standing in the Conference shall be appointed by the Board of Directors to audit the books of the Conference each year prior to the annual General Meeting. Any member may inspect the books at any reasonable time.

ARTICLE 10 - AMENDMENTS OF BY-LAWS

Section 1

The By-Laws may be rescinded, altered, or added to by a "special resolution" passed by a majority of not less than three-fourths of such members entitled to vote as are present in person at any General Meeting at which fourteen (14) days written notice specifying the intention to propose the resolution as a "special resolution" has been given to each member by ordinary prepaid post to the member at the address shown on the TRAC records.

Section 2

Any TRAC rule change must be initiated via "special resolution" as specified in Section 1 of Article 10.

Section 3

Each motion that is implemented into the rule book will remain unchanged for two (2) years. The year the rule goes into the book, the rule is dated that year.

ARTICLE 11 -DISSOLUTION CLAUSE (11/03)

Should Trail Riding Alberta Conference fold and cease to operate in the province of Alberta, a two-thirds vote of the Membership shall disperse its accounts to honour its financial obligations. In addition, it shall disperse any remaining gaming commission funds to:

1. An eligible charitable organization; or
2. A municipality until such time as the assets can be transferred from the municipality to a charitable purpose approved by the Board of Commission.

TRAIL RIDING ALBERTA CONFERENCE Grievance Committee Terms of Reference (11/02)

Objective

To handle all grievances in accordance to TRAC rules.

Goals and Structure

To use TRAC's terms of reference and procedures in handling grievances.

The Grievance Committee shall consist of a Chairman who is also on the TRAC Board of Directors (but is not the President of TRAC) and two TRAC members. None of the committee members shall be either of the grieving parties. In the event that the Chairman is one of the grieving parties, then another Board member appointed by the President of TRAC shall assume the Chairman's role.

Grievance Procedure (11/02) (Formal Protest)

The Processing of a Grievance

In the event that a difference occurs at any TRAC sanctioned ride between any ride management and one (1) of more riders of that ride, owner, veterinarian, or individual TRAC member, regarding the interpretation, application, administration or any alleged violation of TRAC rules and regulations, trail conduct, etc., the following procedure shall be applicable:

Step 1:

The Rider(s)/Ride Management concerned shall first seek to settle the difference in discussion amongst them to reach an on-site resolution. Good faith in negotiation between management and competitors and thorough knowledge of TRAC rules should allow this resolution in all but a few cases. When an infraction is alleged within forty-eight (48) hours after the competition is completed, and people have left the ride site, competitor and management should attempt to resolve the matter by phone, fax or email within this forty-eight (48) hour period.

Step 2:

If the difference is not resolved satisfactorily in Step 1 within fourteen (14) days after the ride date, it then becomes a grievance. The grievance shall then be reduced to writing by the griever(s). The written grievance shall contain the following:

- A. The full name and address of the person in violation, ride name, location, date and manager.
- B. The nature of the grievance, date of occurrence, the circumstance(s) out of which it arose. Any statements of other people involved or firsthand witnesses.
- C. The rule or rules, by number, claimed to have been violated or infringed upon.
- D. The remedy, or correction, that the Grievance Committee is required to make.

The written grievance shall be postmarked no later than fourteen (14) days after the alleged occurrence, and shall include a \$50.00 fee payable to TRAC to offset expenses. The written grievance shall be mailed to the presiding Grievance Committee Chairman who will, upon receipt of the written grievance, contact the other Committee members. Fee is refundable if grievance is upheld.

If the written grievance is received postmarked more than fourteen (14) days after the alleged occurrence the written grievance becomes void and will not be considered.

None of the committee members shall be either of the grieving parties. In the event that the Chairman is one of the grieving parties, then another TRAC Director, appointed by the President of TRAC, shall assume the Chairman's role.

Upon receipt of the protest, the Grievance Committee must immediately provide a copy of the protest and all materials to the accused and notify the accused that the Grievance has been initiated. From the postmark date the parties have fourteen (14) days to respond to the protest by sending written statements and materials to refute or substantiate the charges to the Grievance Committee.

The Grievance Committee must reach a decision, and report it to the TRAC President, the Board of Directors, and the accuser, in writing, no later than thirty (30) days after the Protest was announced to the accused. This decision must show actions to take, including but not limited to amendment of ride results, assessment of penalties, and restitution of awards.

Appeals

Any appeals to the Grievance Committee's decision must be made within fourteen (14) days by postmark after the committee's notification of its decision. This appeal must be sent to the TRAC President and Board of Directors. The appeal must:

- A. Have the written support of one (1) Director, and
- B. Clearly specify whether the appeal is from the guilty or innocent verdict of the Grievance Committee, or from the penalty assigned.

If conditions A. and B. are met, the TRAC President shall immediately notify the accused and the accuser, and the Grievance Committee may submit additional material to the TRAC President. Any additional material must be postmarked no later than fourteen (14) days of the appeal notification.

Within thirty (30) days after the appeal notification, all materials, comments, evidence and additional information must be distributed by the President to the Board of Directors along with ballots for a vote. Board of Directors must post their ballots no later than ten (10) days after the TRAC President posted the ballots. Successful appeals require a simple majority of the Board of Directors.

If the appeal of the penalty is successful the Board of Directors shall assess a new penalty. There is no appeal of the Board of Directors' decision and it shall be binding on all both parties.

GUIDELINES FOR TRAC TEAM SELECTIONS

- ❖ Selection committee will consist of three (3) TRAC members in good standing and one (1) veterinarian. The committee will appoint a chairperson amongst themselves.
- ❖ Selection Committee, Chef d'Equip and Veterinarian selection will be facilitated by the TRAC Board of Directors through the process of nomination forms, which must be received from the general membership by January 31 of Championship year. The Selection Committee, Chef d'Equip and Veterinarian candidates selected will be those with the most votes, as submitted by the TRAC membership at large. In the event of a tie for one or more positions, the Board shall break the tie at their discretion.
- ❖ The team selection will consist of five (5) horses, three (3) for the team and two (2) alternates, unless it is a host year and then ten (10) horses will be chosen with two (2) teams of three (3) and four (4) alternates. (11/98)
- ❖ The nominees must be TRAC members and all TRAC rules apply (age, drugs, etc.).
- ❖ Horse and rider will nominate as a team.
- ❖ Nominees must submit a resume and copies of score sheets (if available) with a description of horse, history and previous track record. Nominations along with the required nomination fee must be received by April 1st of Championship year. Score cards will be turned in to a Committee member in the current year of the championships. (11/98)
- ❖ The committee will take into consideration placings and consistency in past and current year, experience of horse and rider, soundness, conditioning of horse, suitability of temperament, riders sportsmanship and behavior.
- ❖ A nominated horse and rider must complete a minimum of two (2) preferably three (3) TRAC Sanctioned Open rides in the Championship year. (11/98)
- ❖ The selection of the top five (5) horses will be announced two (2) weeks prior to the Championships. The remaining nominated horses will be listed in the order by which they will be called upon if further alternates are required. No horse which has not been nominated will be considered as an alternate unless there are no sound horses among those nominated.
- ❖ The selection committee's job is now done. It then becomes the job of team Vet and Chef to monitor the horses and announce the final Team of three (3) and the two (2) alternates the night before the ride after final vet check at the Championship.
- ❖ In the event that after the Team is announced and the rider is unable to compete, then after consultation with the Vet and the Selection Committee the rider may be substituted.
- ❖ Horses must be willing to be subjected to a vet check and possible drug testing prior to the Championships.
- ❖ If there is a concern or grievance by the nominee re: the Committee or result of the nominations then they must follow the Grievance procedure as outlined in the TRAC rule book. At no time are the committee members to be approached with complaints.

