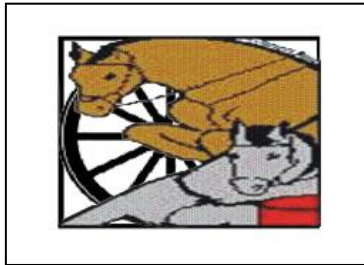


## Dwyer Hill Riding Club (DHRC)

### 1 Mission Statement

To provide an encouraging atmosphere for youth and adults, regardless of experience. To promote good horsemanship and sportsmanship through the enjoyment of entry level of equine competition.

### 2 Logo



The Dwyer Hill Riding Club logo was chosen in a contest open to all of its members in the year of its founding (1995). The winning logo, as submitted by Jenny Mahoney, was chosen by the executive to represent the Club. The logo was modified to add the wagon following a competition in 2009.

### 3 By-Laws

By-laws contain all the other rules of the Club which are of too great importance to be changed without giving notice to the Club of such change. A by-law relates generally to the transaction of the business and affairs of the Club, to be enacted by the Directors of the Club as by-laws, thereof as follows.

These by-laws may be amended at any general meeting of the Club by the affirmative vote of two-thirds of the Members present.

Notice of all proposed amendments shall be given to the secretary thirty days in advance of any annual or general meeting and they shall be included in the notice calling such meeting otherwise the Club shall have no power to deal with same.

### 4 Officers

#### 4.1 *Appointment of Officers*

There shall be a President, a Vice President/Western Director, Vice President/ English Director, a Past President, a Secretary, a Treasurer, and such other officers as the Board of Directors may from time to time determine. The President, Vice President(s), Treasurer and Secretary shall be elected from among the membership at its General Meeting. The term of President shall be held for a maximum of two years. A vacancy in any office may be filled by an election among the Directors.

#### 4.1.1 The President

The President shall be the chief Executive Officer of the Club. He/She shall, if present, preside at the meetings of the Club and the Board of Directors. He/She shall sign all instruments which require his signature and shall perform all duties incident to his/her office. He/She shall see that all orders and resolutions of the Board are carried out. He/She and the Vice President(s) shall sign all deeds, or other formal documents. He/She shall perform all other duties as are usually incident to the office of President of the Club or as required of them by the Directors. They and/or Treasurer and/or Vice President(s), (two out of the four) shall sign all cheques, drafts, notes and orders for the payment of money and they and the Treasurer shall payout and dispose of the same under the direction of the Board of Directors.

#### 4.1.2 The Vice President(s)

The Vice President(s) shall be vested with all the powers and shall perform all the duties of the President in the absence or refusal to act of the President. They shall also have such powers and duties, if any, as may from time to time be assigned to them by the Board.

#### 4.1.3 Immediate Past President

The immediate Past President shall be a member of the Board of Directors and have full voting privileges of the Club.

#### 4.1.4 Secretary

The secretary shall have charge of the minute book of the Club and shall record in such book, minutes of all meetings of directors and of such other proceedings as the Board may direct. They shall sign with the President or other signing officer of the Club such instruments as require their signature.

#### 4.1.5 Treasurer

The Treasurer shall have the care and custody of all the funds of the Club and shall deposit the same in the name of the Club in such bank or banks, depository or depositories as the Board of Directors may direct.

### 4.2 *Directors*

**Section 1** – The affairs of the Club shall be managed by the Board consisting of at least 5 and no more than 20 Directors. Directors so elected shall retain their Directorship for the entire Club year. When there is a shortage of elected directors, the President has the right to appoint a director from the membership, with the approval of the Board.

### ***4.3 Qualification***

Only members in good standing will be eligible to be Directors, the member must hold a valid membership in the Club and must have reached his or her 18<sup>th</sup> birthday by January 1st of the Director year.

### ***4.4 Election and Terms***

Directors shall be elected by the members at an annual general meeting of the Club by secret ballot. All Directors whose term has expired shall retire, but shall be eligible for re-election if otherwise qualified.

### ***4.5 Vacancies***

In case of any vacancy in the Board of Directors by death, resignation, or disqualification, the vacancy may be filled by an appointment of the Board. A Director may vacate his office at any time by written resignation.

### ***4.6 Removal of Directors***

A director may be removed from office at any time by resolution passed by two thirds of the vote cast at a Board of Directors meeting of which notice specifying the intention to pass such resolution has given, the vacancy shall be filled as set out in section 4.

### ***4.7 Directors Meetings***

#### ***4.7.1 Without Notice***

Director's meetings may be held at any place with no formal notice, if all the Directors are present, or if those absent waive notice and consent to the holding of the meeting

#### ***4.7.2 Notice of Motion***

Any resolution or notice of motion affecting policy or monetary or any deputations to be presented to the Directors or the Executive Committee must be in the hands of the secretary at least two weeks prior to the next regular meeting of the Directors so it can be distributed to the Directors prior to the meeting.

#### ***4.7.3 Attendance***

Any elected Director who has missed (absent with being excused) for two consecutive times from meetings is, automatically, removed as a Director without further action. Vacancy to be filled by an individual who will represent the Club's interest and approved by the Board of Directors. Absence shall be evident by the roll call at meetings of the Board of Directors. Director may be reinstated by a majority vote of the Board of Directors.

#### ***4.8 Voting***

At a meeting of the Board of Directors, each Director shall have one vote on every question, and in the case of an equality of votes, the Chairman of the meeting shall have a casting vote. Email voting will be accepted for urgent issues that cannot wait until the next scheduled face to face meeting. The email vote results will be rectified at the next meeting and added into the minutes.

#### ***4.9 Quorum***

A quorum of any meeting of members shall consist of at least one third representation of the membership. A quorum of any meeting of Directors shall be one half of the elected executive.

#### ***4.10 Protection Of Directors and Officers***

No Director or Officer of the Club shall be liable for the acts, receipts, neglect or default of any other Directors, or for any loss or damage arising from bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities, or effects of the Club shall be deposited, or for any loss occasioned by any error in judgment or over sight on his/her part, or for any other loss, damage or misfortune whatever shall happen in the execution of the duties of his/her office, or in relation thereto unless the same shall happen through his or her own dishonesty.

#### ***4.11 Indemnity of Directors and Officers***

Every Director or Officer of the Club and Heirs, executors and administrators and effects respectively shall from time to time and at all times, be indemnified and saved harmless out of the Club, from and against.

#### ***4.12 Committees***

In addition to the executive committee, there may be the following committees or other committees deemed necessary:

Banquet  
By-Laws  
Fund Raising  
Points/Awards  
Sponsorship, Promotion & Publicity  
Barbecue  
Ring Crew  
Memberships  
Disciplinary

The President will select a Chairperson for each committee to be presented to the Board for approval.

The President of the Club is automatically a member of every committee, with voice and vote. Every committee is subservient to the Board of Directors.

#### ***4.13 Executive Committee***

The executive committee shall be composed of the President, Vice President(s), Secretary and Treasurer.

##### ***4.13.1 Responsibilities***

The executive committee shall have the power to conduct all business and affairs of the Club with the Exception of appointing Board vacancies, the removal of Directors, disciplinary action and reinstatement, bylaw changes, and membership fees and classification. All decisions taken shall 'becomes part of the Directors' minute book.

##### ***4.13.2 Notice of Meeting***

Notice of meeting of the executive committee shall be given at least 7 days before the date of the meeting. Meetings of the executive committee may be held on shorter notice or without notice, providing all have given their consent for the meeting to be held.

#### ***4.14 Disciplinary Procedure***

The Board of Directors shall have the power to place on probation, suspend or expel any Member who fails to observe any rule or regulation set forth in these by-laws, or whose conduct is in the opinion of the Board prejudicial to the interests of the Club.

When a member is disciplined, suspended or expelled or a non-member is denied membership privileges by the Board of Directors, their file will be turned over to the disciplinary committee for further action.

The disciplinary committee is the forum within the Club which initially or ultimately hears or reviews evidence of alleged violations of rules and regulations by members or non-members. A member placed on probation shall be given a designated time for that probation, and after the expiration of such time shall automatically be reinstated.

A member on probation shall be denied the privilege of voting during that time which he/she is on probation.

A member suspended shall, after the expiration of sixty days, have the right to apply in writing, or by membership application to the Board of Directors for reinstatement, and shall, on application be reinstated at the next meeting of the Board, provided that two thirds of the members of the board present there-at vote in the affirmative.

A member suspended shall be denied all privileges and all awards and points accumulated be dissolved.

Any person or persons, holding a family membership which entitles, and includes, a youth under the age of 18 to participate in any DHRC events, will, during the period of suspension be denied the privileges, entitled under a family membership.

#### ***4.15 Irregularities***

When an exhibitor, and or any family member or representative acting on behalf of the exhibitor, is guilty of unsportsmanlike conduct, the DHRC can suspend the rights of such exhibitor or family member or representative to participate in future shows and activities for a period as judged appropriate.

Expulsion shall be for a specified period of time not less than one year in duration. A member expelled shall, after the specified period of time, have the right to apply in writing to the Board of Directors for reinstatement, and shall, on application be reinstated at the next meeting of the Board, provided that two thirds of the members of the board present there-at vote in the affirmative. A member expelled shall be denied all privileges of the Club.

If the Board of Directors refuse to reinstate a person suspended or expelled from membership, such person so expelled shall have the right to apply for reinstatement by the next succeeding general meeting. The person may only be reinstated by an affirmative vote of two thirds of the members present and voting.

Prior to the Board of Directors exercising its authority herein to place on probation or suspend or expel a member, the member shall have first received notification of the breach or charge being brought against him/her and shall have an opportunity of answering such charge.

The member shall be notified by letter in writing sent by registered post to the last noted address posted with the Club stating the date and place of the hearing.

In the event the member does not appear on the date set for hearing, the Board may proceed in his/her absence.

Notwithstanding anything herein contained to the contrary. the Board of Directors may without hearing, immediately suspend the member pending the hearing.

#### **Suspensions may occur for:**

(a) Non-payment by a member of any account with the Dwyer Hill Riding Club for a period of ninety days shall result in automatic suspension from the DHRC till such time as the arrears are paid in full, the member may then be reinstated at the discretion of the Board.

(b) In furtherance with their official duties, all club representatives shall be treated with courtesy, co-operation and respect and no person shall direct abusive or threatening conduct toward them.

(c) The exhibitor and owner are responsible for a horse's condition and presumed to know all rules and regulations of the American Quarter Horse Association, (AQHA), Equestrian Canada (EC) and DHRC and the penalties of these rules. Such individuals voluntary act in entering, exhibiting or causing to be exhibited a horse in a DHRC show make him/her eligible for disciplinary sanction.

(d) Show entry fees are due prior to/or the day of the show. Members who have not paid such fees within ten days will be subject to disciplinary action.

#### ***4.16 Rules of Order***

All directors will follow Robert's Rules of Order to ensure the fairness and the smooth running of all meetings.

#### ***4.17 Order Of Business***

Business will be conducted by the President according to the Roberts Rules of Order or the following:

- (a) call to order
- (b) identification of members - establish quorum
- (c) reading of minutes of previous meetings
- (d) treasurer's report
- (e) reports of officers, Directors and committees
- (f) correspondence
- (g) old business
- (h) new Business
- (i) election of Directors
- (j) adjournment

#### ***4.18 Voting***

Membership meetings - all life members entitled to one vote.

All individual memberships are entitled to one vote.

Family memberships are entitled to only one vote per family.

Associate memberships are entitled to only one vote.

Voting procedure, straight majority by show of hands, or secret ballot if duly demanded.

Day membership is not entitled to vote.

#### ***4.19 Types of Membership***

(a) Single Member – the single member shall be entitled to one vote at all meetings of the Club. He/She shall pay membership dues in accordance with the provisions of the by-laws of the Club. Any member 18 years of age or older as of January 1st of the year is eligible to hold a single membership.

(b) Family Membership – the family membership shall be entitled to one vote at all meetings of the Club. They shall pay membership dues in accordance with the provisions of the by-laws of the Club. No family member 18 years of age or over as of January 1st may be included in a family membership except a spouse or significant other.

(c) Day Membership – the day member is not entitled to a vote at meetings of the Club or hold office. They shall pay membership dues in accordance with the provisions of the by-laws of the Club. The day membership allows participation in any Club show or activity on the day for which the membership is purchased.

(d) Life Membership – the life member is entitled to vote at meetings of the Club and hold office. Life members must be 18 years of age and over.



## 5 Execution of Documents

**Cheques** – all cheques, drafts or money orders for the payment of money and all notes and acceptance of bills of exchange shall be signed by the Treasurer and the President and/or a Vice President holding proper signing authority.

**Other Documents** – contracts, documents or any instruments in writing requiring the signature of the Club may be signed by the President or Vice President(s), and instruments so signed shall be binding upon the Club without any further authorization or formality.

**Fiscal Year** – the fiscal year for the Club shall terminate on the 31st day of December in each year.

### Membership Fees

(a) Single Member	\$40.00
(b) Family Member	\$60.00
(c) Day Member	\$10.00
(d) Life Member	\$200.00

The Club may offer early bird incentives with discounted memberships if purchased before a certain date. This will be at the discretion of the Board of Directors (BOD).

ALL FEES MAY BE SUBJECT TO REVIEW AND CHANGE AT ANY TIME BY THE BOARD OF DIRECTORS.

Memberships will be based on the calendar year, therefore memberships will expire Dec 31<sup>st</sup>.

## 6 GENERAL

### 6.1 *Western Division*

Rules of the AQHA and-DHRC will be followed. Exceptions to the AQHA rules will be noted.

1. Abuse will not be tolerated; excessive use of the whip or spurs, sawing on the mouth or anything deemed abuse by show management will result in elimination from that class.
2. Youth Exhibitors that are 18 years & under as of January first of the current year must wear a properly-fitted approved safety helmet in all riding classes and in the warm-up area while on the back of a horse. The helmet must comply with the requirements under the Ontario Horse Riding Safety Act
3. Lead-Line exhibitors must wear a properly-fitted approved safety helmet.
4. In Lead-Line the horse must be led by a lead-shank attached to a halter that is under a bridle, headstall or bosal.
5. Lead Line not eligible to ride alone in any other class, must be led by a person 16 years or older
6. Horses must be under control at all times while on the show grounds. Any horse that is not under control of the rider or handler, or is a potential safety hazard, will be excused from the class by show judge or from the grounds by show management.
7. Horses should be sound and healthy for the classes they are entering. (If a horse has a permanent condition that alters their gait/vision etc. without causing discomfort or safety concerns, a veterinary note stating capabilities will be sufficient to allow the horse to compete) If nothing is provided to show staff, the judge has the power to eliminate the horse from the class, with no refunds to be issued

#### 6.1.1 Year End High Point Award Rules

- (1) A year end high point award will be given for each class held throughout the year.
- (2) Points are accumulated on horse/rider combinations.
- (3) To accumulate points for year end awards, the exhibitor must be either a single, family or life member of the DHRC and must participate in 3 DHRC shows
- (4) There will be only two places awarded in each class: (a) High Point and  
(b) Reserve High Point.
- (5) DHRC points are based on a six-point system, which differs from national AQHA points. You get a point for each horse you place above up to 6 points. EXAMPLE: If there are 15 horses in a class, first place gets 6; second gets 5; third gets 4....etc. If there are three horses in a class, first place gets 3 points, second place gets 2 points, and third place gets 1 point. If there is just one horse in a class, that rider gets one point, unless they are disqualified.

Grand and Reserve Halter. Additional points are awarded to those halter horses earning grand and reserve titles. A grand champion halter horse receives one more point than the horse

winning the biggest halter class. Reserve earns one less than that. Points earned in the champion and reserve champion's age class are not added to that score. EXAMPLE: There are 3 horses in the mare class and 5 horses in the stallion/gelding class. The first place in mare class gets grand. Instead of getting three points for winning her class, she gets 6 points for grand because the largest class was the gelding class with 5, so the grand gets 6, one more point than the largest halter class. Reserve gets one less than that - 5, regardless of what class they were in.

## 6.2 English Division

English Ring rules based off Equestrian Canada rules, exceptions outlined in rules below:

1. Properly fitted ASTM certified helmets and proper footwear must always be worn when mounted.
2. Numbers must always be worn when mounted.
3. Hors Concours will not be allowed.
4. Equestrian Canada Section G rules to apply unless Dwyer Hill Riding Club rules indicate otherwise.
5. Jackets must be worn in hunter classes, unless decision has been made by Show Staff and Judge.
6. Standing martingales can be worn in the hunter ring, and Running Martingales are allowed in the jumper classes. Boots and wraps are allowed only in the jumper classes.
7. Martingales cannot be worn in under saddle classes.
8. Side and Draw reins will not be permitted during judging. It is acceptable to use them properly in schooling rounds provided a neck strap secures them, or attached to a breastplate, sides of girth, or D rings of saddle.
9. Horses should be sound and healthy for the classes they are entering. (If a horse has a permanent condition that alters their gait/vision etc. without causing discomfort or safety concerns, a veterinary note stating capabilities will be sufficient to allow the horse to compete) If nothing is provided to show staff, the judge has the power to eliminate the horse from the class, with no refunds to be issued.
10. To qualify for year-end awards riders must compete in at least 3 shows in the division they wish to qualify in, excluding the DHRC Hunter Derby.
11. Abuse will not be tolerated; excessive use of the whip or spurs, sawing on the mouth or anything deemed abuse by show management will result in elimination from that class.
12. If there are more than 12 riders in under saddle classes, only half will canter/gallop at one time.
13. If you are not at the gate and ready to start your class when your number is called, you will be moved to the end of the class, failure to show within 1 minute at the end of the class will result in elimination.
14. In the event of rain, fitted rain coats may be worn over top of show clothing during classes.
15. Whips must be shorter than 75cm.
16. Rings will not be held, once Last Call has been announced, we will close the ring and the class will start. No refunds will be given for these cases.
17. Horses must be under control at all times while on the show grounds. Any horse that is not under control of the rider or handler, or is a potential safety hazard, will be excused from the class by show judge or from the grounds by show management.

### 6.2.1 English Awarding System

DHRC points are based on a six-point system. You get a point for each horse you place above up to 6 points. EXAMPLE: If there are 15 horses in a class, first place gets 6; second gets 5; third gets 4...etc. If there are three horses in a class, first place gets 3 points, second place gets 2 points, and third place gets 1 point. If there is just one horse in a class, that rider gets one point, unless they are disqualified

### 6.2.2 English Year End Awards

Two year end awards will be presented – Champion and Reserve Champion.

To accumulate points for year end awards, the exhibitor must be either a single, family or life member of the DHRC and must participate in 3 DHRC shows

Champion and reserve Champion awards in the English Division will be awarded at the division level in the following categories

Hack  
Equitation/medal  
Walk/Trot  
Cross Rails  
Open  
Pony  
Jumper

### 6.3 *Champion Awards (Perpetual)*

high point champion awards will be presented to the top performing athletes in the following categories.

To be eligible for Champion awards you must participate in 3 DHRC shows and the exhibitor must be either a single, family or life member of the DHRC

Halter  
Youth – Nancy Clarke Memorial Trophy  
Games Horse – Jeff & Kim Memorial Trophy  
English  
Western  
Adult  
Walk/Trot/Jog

Pleasure Driving  
Jumper  
Games Pony

Points are accumulated on a horse/pony and rider combination.

#### *6.4 Application for membership*

Application of membership shall be in writing. Each applicant on becoming a member shall agree to be bound by the by-laws and all rules and regulations of the Club (including committees). The Club shall have the power to reject any application for membership.

#### *6.5 Meeting of Members*

**Annual Meetings** – The Annual General meeting of members shall be held at a time and location as the Board of Directors or the President may from time to time determine.

**Special Meetings** – Other general meetings of members may be convened by order of the President or Vice President or by the Board of Directors at any time and any place.

**With Notice and Without Notice** – notice of the time and place of any meeting and the general nature of the business to be transacted shall be mailed to each member entitled to vote at the meeting at least ten days before the date of the meeting. In the event of the Club publishing an official newsletter, a notice published therein and mailed ten days prior to such meeting shall be deemed to be sufficient notice. A meeting may be held without notice if all members entitled to notice are present. Meetings of the Board of Directors may be attended by any member provided prior notice has been given to the secretary or president.

#### **Standing Rules**

Contain only such rules as are subject to the will of the majority of any meeting, and which it may be expedient to change at anytime, without the delay incident to giving previous notice.

## **7 SHOW AND CONTEST**

#### **Open Division**

Any horse/pony and rider combination may compete in any open division class.

#### **Adult Division**

Every rider competing in an adult class must be over 18 years of age as of January 1<sup>st</sup> of the competition year

#### **Novice Division**

Any horse/pony and rider combination which have not shown at any open schooling show, or other recognized breed show or have earned more than 3 first place finishes at a DHRC show in the respective class in that competition year. (if you start as a novice in the year, you will remain a novice for the completion of that year) are eligible to compete in the novice division.

### **Youth Division**

Every rider competing in a youth class must be 18 years of age or under as of January 1st of the competition year.

**Green Horse** – horses not ready to lope / canter

**Lead Line** – Not eligible to ride alone in any other class, must be led by a person 16 years or older and must wear an ASTM riding helmet

**Walk Trot / Jog Division** - Exhibitors cannot enter other classes with a lope / canter

**Junior Horse** - 5 years of age and under as of January 1<sup>st</sup> of the competition year

**Senior Horse** – 6 years and over as of January 1<sup>st</sup> of the competition year

Hack Division – Open to all horses and ponies, horses judged by movement, attitude and confirmation. Also judged on suitability to each class.

Open Equitation Medal- Open to riders entered in Hack, Pony, Open and Jumper Divisions. Two rounds, First is an over-fences class set at 2 feet. The top 6 scoring riders come back for a work-off in the form of an under saddle class. Judged on rider turnout, equitation, horse's response to rider, and ability to handle challenges they are met.

Cross Rails- riders of all ages who can canter, height not to exceed 18 inches in cross rail form. Riders only allowed to cross enter the Hack Division.

Open- Open to all, two heights to be ran, 2ft and 2 ft 3 inches, to be judged as one class. Riders cannot enter W/T, Lead Line or the Cross Rails division

Pony-Open to Ponies under 14.2 HH. Jump height not to exceed 2 ft, open to amateurs of all ages.

Jumper Division- Each class height is posted, on class list. Each class will be timed, placings based on time and number of faults.

DHRC Hunter Derby- Classic Hunter Derby rules, held over one round. To be entered, rider must be a member in good standing and entered in another class/division. Top 10 to receive points. Jump height not to exceed 2'3 except in the case of 2'6 options. No Year-End award is awarded to this division.