

## CONSTITUTION PROPOSED CHANGES DECEMBER 2018

### 3.1

Annual Membership fees are due as of January 1<sup>st</sup> or 48 hours prior to AGM (depends on result of discussion point above)

### 4.5.3 Secretary/Treasurer job description

#### **CURRENT.**

4.5.3. SECRETARY/TREASURER: The Secretary/Treasurer shall be responsible to ensure the thorough and impartial recording of minutes at the Director's and Annual General Meeting and to distribute such minutes and other notices in a timely and appropriate manner. The secretary shall be responsible for maintaining OXC archives of competition results, OXC policy and meeting minutes. The S/T shall also report financial history, prepare and present budgets, and report to each Board of Directors meeting, and each General Meeting, at the request of the President or at the request of any **six (6)** Board of Director Members supply information on any and all financial matters of OXC. An independent body appointed by the board will review OXC books annually, prior to the AGM. The secretary/treasurer is a paid position, with remuneration as set in the by-laws.

#### **PROPOSED IN ADDITION TO THE ABOVE**

The S/T may sign event applications.

The S/T will apply for NAERIC approvals annually.

The S/T with approval of BOD will ensure insurance policy is current Annually for the club. As well ensures that the not for profit registration remains current, plate renewal of obstacle trailer is current.

Before Event : S/T will receive electronic entries, process etransfers, establish race file, establish order of go, work with judge to develop pattern, create individual scorecards. The scorecards will be printed if S/T is attending event or can be emailed to Show Secretary.

After Event: S/T will create EXCA file, submit and pay EXCA Point Fees. Create pdf of results and submit to Communications Director, submit results for other organizations ie TIP., prepare and submit invoice to host of event, scan individual scorecards. Email scorecards to competitors who request them. Tabulate points in year end file. Process payouts to competitors.

## **Additions to Constitution**

**3.4** A member in good standing may submit a written complaint with \$50.00 with regard to a violation of the constitution, bylaws or EXCA rulebook. The Board of Directors will investigate the complaint. Once a decision is made all parties involved will be notified. If the Board of Directors supports the complaint, the \$50.00 will be returned.

### 3.5 Welfare of the Horse

Every horse shall be treated with dignity & respect

Any action or treatment that is deemed to be cruel, abusive or inhumane will result in immediate disqualification from the sanctioned EXCA Event.

Such disqualification shall be reported by the EXCA Event host. The EXCA Event host shall report the incident to the EXCA office within 3 business days following the EXCA Event. The EXCA Board of Directors will review the details of the incident and have the authority to take additional disciplinary action as deemed necessary.