

# Horseshoe Ontario Inc. Constitution and Bylaws Revised 2021

## **PREAMBLE**

In as much as the art of horseshoe pitching affords a healthy, scientific, pleasant and competitive sport, suitable to all persons, at a cost comparable to other sports, and with a desire to unify its adherents, standardize its rules, authorize and conduct tournaments of Provincial scope, promote establishment of leagues and associations, we the horseshoe pitchers of Ontario in convention assembled, do hereby establish the following Constitution and By-Laws for the Association, which henceforth shall be known as *HORSESHOE ONTARIO INC.*.

## **ARTICLE I (Name)**

Section 1. The official name of this Association or corporation shall be *HORSESHOE ONTARIO INC.*

## **ARTICLE II (Objects)**

Section 1. To promote, adopt and legislate for and among its members, uniform rules and regulations governing the manner and method of playing, in all areas of the Province, the sport called Horseshoe.

Section 2. The Association shall have power to sanction tournaments or match games provided that such games or tournaments are conducted and managed in full compliance with the Rules and Regulations as set down by the Association.

Section 3. To encourage and foster among its members and all horseshoe pitchers in general, the spirit of good fellowship; and to maintain and increase the interest in horseshoe pitching.

## **ARTICLE III (Interpretation)**

In this Constitution,

- (a) Executive Committee, means the Executive Committee of Horseshoe Ontario Inc. and comprised of a Board of Directors
- (b) President, means the President of Horseshoe Ontario Inc.
- (c) 1<sup>st</sup> Vice President, means 1<sup>st</sup> Vice President of Horseshoe Ontario Inc.
- (d) 2<sup>nd</sup> Vice President, means 2<sup>nd</sup> Vice President of Horseshoe Ontario Inc.
- (e) Secretary, means Secretary of Horseshoe Ontario Inc.
- (f) Treasurer, means Treasurer of Horseshoe Ontario Inc.
- (g) Directors, means Directors of Horseshoe Ontario Inc.
- (h) Tournament Director, means Director of Tournaments of Horseshoe Ontario Inc.
- (i) Membership Chairperson, means Chairperson of Membership of Horseshoe Ontario Inc.

**ARTICLE IV (*Membership and Organization*)**

Section 1. Horseshoe Ontario Inc. shall be the supreme governing body of horseshoe pitching within the Province of Ontario and it shall be a representative, legislative and executive body. Its membership shall be composed of members in good standing.

Section 2. Horseshoe Ontario Inc. shall be a member of Horseshoe Canada and shall pay the membership fees as requested by Horseshoe Canada and approved by Horseshoe Ontario Inc.

**Article V (*Board of Directors and their Duties*)**

Section 1. The Board of Directors of Horseshoe Ontario Inc. shall be comprised of: President, First Vice-President, Second Vice-President, Secretary, Treasurer, 2 Directors (one year each), Membership Chairperson and Tournament Director.

Section 2a.

The Board of Directors of Horseshoe Ontario Inc. shall be elected at an Annual General Meeting of Horseshoe Ontario Inc. as follows:

Nominations shall be received from the floor and voting shall be by secret ballot of members only.

Note: Each year only five positions on the Executive will be up for election. (see chart below).

<u>Even Years</u>	<u>Odd Years</u>
President - 2 Years	1st Vice President - 2 Years
2nd Vice President - 2 Years	Secretary - 2 Years
Treasurer - 2 Years	Membership Chairman - 2 Years
2 Directors - 1 Year	2 Directors - 1 Year

Section 2b.

- To be eligible for nomination and to vote, a person must be a member in good standing of Horseshoe Ontario Inc. and be registered prior to voting.
- A non attendee shall be eligible for nomination if the person has submitted a letter of intent to stand for an indicated position on the Executive Committee.
- All business is to be completed at the Annual General Meeting prior to the election of the new Executive Committee.
- The new Executive Committee shall take power at the end of this meeting.

It will be decided at the Annual General Meeting by the outgoing party and the incoming party when information will be transferred. This should be done without delay.

Section 3. Vacancies occurring in an office of the Executive Committee shall be filled by using recommendations from the existing Executive Committee and then voted on by the Executive Committee. Such voted member shall be for the unexpired term of office to which the successors have been elected. Any Board of Director missing two consecutive meetings without good reason will be asked to resign.

#### Section 4. Duties of the President

- The President shall preside at all meeting of Horseshoe Ontario Inc., its Board of Directors/Executive Committee.
- The President shall approve for payment all expenditures in excess of \$100.
- The President shall appoint the members of all committees created unless otherwise provided in the motion ordering such committees to be named.
- The President shall be Chief Executive of Horseshoe Ontario Inc. and as such enforce all provisions, objects and purposes thereof.
- The President shall also perform such duties as pertain to his/her office, and shall make a report in writing with his/her recommendations at each Annual General Meeting of Horseshoe Ontario Inc.
- The President may review monthly bank statements.

#### Section 4a. Voting Procedures for the President

According to Roberts Rules of Order, the President always votes in a ballot vote. Therefore, the President cannot break a tie vote because they cannot vote twice. Your president should have announced that the vote was a tie vote and that the members would keep voting until someone received a majority vote.

#### Section 5. Duties of Vice-Presidents

The Vice-Presidents, in order of their election, and in the absence of the President, shall perform the duties of that office, and shall discharge such other duties as may from time to time be required of them.

- At each Provincial Tournament they will assist the Tournament Director as required.
- A Vice-President will keep records regarding all property owned by Horseshoe Ontario Inc.

#### Section 6. Duties of the Secretary

The Secretary shall keep a true record of all the proceedings at each meeting of Horseshoe Ontario Inc., Board of Directors/Executive Committee.

- After each meeting, the minutes are to be shared with all executive members within two weeks.
- The Secretary shall make a report of all actions by the Executive at the Annual General Meeting.

#### Section 7. Duties of the Treasurer

The Treasurer shall keep an accurate accounting of all money received and disbursed by him/her, and report at a minimum of annually, or at any other time at the request of the President or Executive Committee/Board of Directors to the Association.

- A chequing account in the name of Horseshoe Ontario Inc. shall be established and all cheques shall require the signature of two members of the Executive Committee/Board of Directors.
- Banks require three persons on an account where any two can sign.
- He/She shall prepare a financial statement for the previous fiscal period to be presented at the annual general meeting.

- All expenditures exceeding \$100 must be approved by the President before payment is to be made.
- Expenditures in excess of \$500 must be approved by the Executive Committee/Board of Directors.
- Assist the Tournament Director in the calculation and distribution of prize funds at both Provincial Tournaments.

The Financial Year End of the Horseshoe Ontario Inc. is September 30.

Section 8. Duties of the Membership Chairperson

Receive and record paid memberships on an annual basis.

- Issue membership cards immediately or mail them directly to a member upon receipt of payment and completed membership form. Provide membership cards to clubs that request them.
- Provide clubs with a selection of unique unused membership numbers.
- Make bank deposits from monies collected at least monthly and report them to the Treasurer.
- Respond to members concerns regarding confirmation that a member is in good standing.

Section 9. Duties of the Directors

At each Provincial Tournament they will assist the Tournament Director as required. Two Directors are to audit the Treasurer's books before the Annual General Meeting.

Section 10. Duties of the Board of Directors and/or Executive Committee

(a) The Executive Committee of Horseshoe Ontario Inc. shall have the power to annul or cancel any sanction for holding any tournament issued or certificate issued upon proof satisfactory to it, for a violation of any of the terms or conditions upon which same were issued.

(b) No communication, news release, or statement pertaining to Horseshoe Ontario Inc. shall be made by any member of the Executive Committee/Board of Directors, without the approval of the Executive Committee/Board of Directors.

(c) The of Executive Committee/Board Directors shall have power to name from among its members such sub-committees as it may from time to time deem necessary, to carry out its duties and to prescribe the duties thereof, The Executive Committee/Board of Directors of the Association, shall ex-officio, be members of the Committee.

(d) The Executive Committee, through its Secretary, shall make a full report of its acts and doing at each annual general meeting of the Association.

Section 11. Duties of Appointed Positions

(a) Tournament Director

- Receive and record payments for the Provincial Tournaments.
- Create a tournament schedule and post on the Website, Facebook, and emails.

- Send a hard copy of the schedule to any participant upon request.

Day of Tournament:

- Have court schedules ready.
- Organize with club and executive to have enough scorekeepers to start play.
- Enter all score sheets in the electronic tournament software.
- Rules of conduct on the courts to be posted for Provincial Tournaments.
- Keep the tournament on schedule.
- With the assistance of the Tournament committee, deal with Tournament issue as they arise.
- Provide the treasurer with deposits made and the number of entries for each tournament.
- Assist the Treasurer in the calculation and distribution of prize funds at both Provincial Tournaments.

The Provincial Tournament Committee includes the Tournament Director, the President, and the Treasurer.

(b) Statistician

- Responsible for compiling statistics for sanctioned tournaments played in Ontario.
- send results to CANSTATS operator on a regular basis.
- Prepare a report on tournaments played since the last executive meeting.
- Prepare an annual report of all results for the annual general meeting.

(c) Games Related Items Chairperson

- provide storage for all Games Related items on hand.
- arrange for the sale of items at tournaments and any other events attended.
- consult with the Executive Committee on all proposed purchases of new inventory - orders of less than \$100 to replenish stock allowed
- all funds from sales will be deposited into the Horseshoe Ontario Inc. bank account and reported to the Treasurer.
- all invoices will be sent to the Treasurer to be paid directly to the supplier by cheque.
- supply the Executive Committee with a detailed inventory of all items on hand including their current value for the AGM.

(d) *Hall of Fame Chairperson*

- review all resumes and present to Horseshoe Ontario Executive for consideration.
- contact successful candidates in a timely fashion prior to the induction ceremony.
- maintain files of all resumes: one for those inducted and one for future consideration.
- attend Horseshoe Ontario Executive meetings with Hall of Fame report(s).

(e) *Horseshoe Canada Hall of Fame Representative*

- follow all Horseshoe Canada Hall of Fame guidelines for prospective candidates.
- submit our Provincial prospective resumes to Horseshoe Ontario Executive for consideration.
- submit resumes to Horseshoe Canada Chairperson

- maintain two files of resumes for candidates; one for those inducted and one for all nominations.
- submit vote to Horseshoe Canada Hall of Fame Chairperson on a timely basis.
- present a Horseshoe Canada Hall of Fame report to Horseshoe Ontario Executive meeting

See APPENDIX 1 – Hall of Fame Function

#### **Article VI (Meetings)**

Section 1. The annual general meeting of Horseshoe Ontario Inc. shall be held before the 31<sup>st</sup> day of October each year or last Saturday in October.

Section 2. Horseshoe Ontario Inc. shall also hold such other meetings from time to time as may be deemed necessary by the President. The Secretary shall give each Board Member notice, in writing (electronically), of the date, time and place of any meetings of Horseshoe Ontario Inc.

Section 3. Meetings of the Board of Directors/Executive Committee shall be held at a time to be designated by the President. The Board of Directors/Executive Committee shall hold such other meetings when a request to do so is signed by at least four members of the Executive Committee. Written notice of the time and place of such a meeting shall be given, in writing (electronically), by the Secretary to each member of the Board of Directors/ Executive Committee.

Section 4. Quorum for the transaction of business of the Association shall be:

- (a) A majority of the number of Executive to the Association or a minimum of nine voting members.
- (b) Six members shall constitute a quorum for meetings of the Board of Directors.

#### **Article VII (Amendments)**

This Constitution may be amended or repealed at any annual general meeting of Horseshoe Ontario by a seventy-five percent affirmative vote of the members present, provided that such proposed amendment or repeal has been submitted in writing to the Executive Committee for its consideration and report thereon at least sixty (60) days prior to the annual general meeting. All changes or rulings in this constitution shall be in accordance with the Rules of the law of the Province of Ontario.

## APPENDIX 1

### Hall of Fame Function

To operate in a democratic manner to maintain a valuable service to Horseshoe Ontario, Horseshoe Canada and the sport of Horseshoe Pitching by recognizing worthy & outstanding persons throughout its history.

Any player in good standing with Horseshoe Ontario may nominate a candidate by sending a written resume of that person's achievements to the Chairperson of the Hall of Fame.

Submitted resumes will be reviewed by H.O. Executive.

Two Categories will be considered.

#### 1. Outstanding Player

Suggested Qualifications.

- (a) World, Canadian, Provincial titles won
- (b) Consistently one of the top finishers in the World, Canadian, Provincial Tournaments
- (c) Consistent high ringer percentage each year of active competition
- (d) Displays courtesy and sportsmanship at all times

#### 2. Outstanding Organizer/Promoter/Player

Those persons who have made significant and beneficial contributions to the sport of horseshoe pitching in an administrative capacity, such as promoter, organizer, or held Executive positions on Canadian, Provincial or local associations. They may also be players of average performance who have contributed time and effort to the advancement of the sport of horseshoe pitching.

Inductions for successful candidates will be conducted every two years at the Provincial Singles Tournament.