



**Canadian Horse Breeders Association
(CHBA)**

Bylaws

Version of: 2020 January 01

Bylaw amendments must be approved by
Agriculture and Agri-Food Canada before they are enacted.

Once they have been approved by the Department of Agriculture and Agri-Food,
they immediately replace the previously approved bylaw.

Bylaw amendment history

Amended sections	Effective date
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Foreword: Definitions and Acronyms

CHBA: Canadian Horse Breeders Association (also referred to as the “Association”)

CLRC: Canadian Livestock Records Corporation

APA: Animal Pedigree Act

Board: Board of Directors

AGM: Annual General Meeting

Director: Person who is elected by and from among the voting members of the CHBA.

Owner: person who meets the following criteria: The person is the most recent owner or co-owner whose name figures on the registration certificate of a Canadian horse **OR** the person is awaiting a registration certificate under his or her name, as the owner or co-owner, and all the registration or transfer conditions comply with applicable requirements.

Breeder: Includes any person or legal entity who uses a CHBA-registered stallion or mare for breeding purposes.

Purebred horse: a horse which is at least 93.75% (15/16) pure.

Le Cheval Canadien : official printed publication of the CHBA.

Chapter 1 General Provisions

Section 1.1: Legal name

- 1.1.1 The Association shall be known as the CANADIAN HORSE BREEDERS ASSOCIATION (CHBA).
- 1.1.2 It is recognized under the APA (R.S.C., 1985, c. 8 (4th Supp.)).
- 1.1.3 The Association has a seal, created by the Board, and which shall be used only with the approval of the Board’s President or Secretary.

Section 1.2: Purpose and mission

With the aim of continuously improving the Canadian horse breed, the Association’s mission is to:

- 1.2.1 Register all animals belonging to the Canadian horse breed.
- 1.2.2 Define, maintain and promote breed standards.
- 1.2.3 Provide services to breeders of Canadian horses.

Beyond its mission, the Association’s purpose is to:

- 1.2.4 Unite the breeders and owners of Canadian horses around a common interest and foster this interest through education and information sharing.
- 1.2.5 Serve as a facilitator for those working to promote the breed.
- 1.2.6 Connect and coordinate local, regional and provincial Canadian horse associations who wish us to do so.
- 1.2.7 Support and encourage initiatives to promote the breed.

Section 1.3: Language

- 1.3.1 The official language of the Association shall be French. Where there is a difference of interpretation between the French and English versions of a text, the French version shall prevail.
- 1.3.2 The Board shall provide services in both official languages (French and English).

Section 1.4: Head office

- 1.4.1 The Association's head office shall be in the province of Quebec.
- 1.4.2 Its location shall be chosen by the Board.
- 1.4.3 CHBA archives shall be stored at the head office.

Chapter 2 Membership and representation

Section 2.1: Membership and dues

- 2.1.1 To become member of the CHBA, individuals or corporations must complete the required application form, pay their membership dues in full, and follow the Association's regulations.
- 2.1.2 To remain a CHBA member, members must pay their yearly membership dues in full, and follow the CHBA's regulations.
- 2.1.3 Members who refuse to pay their membership dues or neglect to do so within the prescribed timeframe, shall have their membership automatically revoked after the specified timeframe.
- 2.1.4 Membership dues cover the period from January 1 to December 31.
- 2.1.5 To be eligible to participate in the Association's voting process, members must pay their membership dues in full by January 31 of the current year.
- 2.1.6 Yearly membership dues for members vary based on the member category.
- 2.1.7 Yearly membership dues and the fees for the Association's various services shall be established each year by the Board, prior to the AGM. If the dues or fees are revised, they will be presented at the AGM and published in the following issue of *Le Cheval Canadien*.

Section 2.2: Member categories

- 2.2.1 **Active members (voting)**
Individuals aged 18 or over or legal entities who meet the criteria for an owner or co-owner, as defined in the [foreword](#), and who have paid their membership dues.
Two people or more doing business together under a registered company name shall be considered as a single legal entity. Only one membership card shall be issued to that name.
- 2.2.2 **Junior members (non-voting)**
Individuals aged under 18 who meet the criteria for an owner or co-owner, as defined in the [foreword](#), and who have paid their membership dues.
- 2.2.3 **Supportive members (non-voting)**
Individuals, regardless of their age or place of residence, or legal entities, regardless of their place of business, who are not otherwise eligible for membership as an Active or Junior Member, but who wish to further the interests of the Canadian horse breed and the Association's activities, and which pay their membership dues.
- 2.2.4 **Honorary members (non-voting)**
Individuals, regardless of their age or place of residence, or legal entities, regardless of their place of business, which, having previously accepted this honour, were admitted as such by the Board's unanimous vote.
Honorary members are not subject to membership dues. They may attend the AGM as observers. Unless the Board decides otherwise, honorary members remain members for life.

Section 2.3: Members' rights and privileges

	Active members, resident of Canada	Active members, non-resident of Canada	Junior members	Supportive members	Honorary members
Have access to the full services of the Association at member rates.	X	X	X		
Receive notices of meetings, official newsletters and any regular mailings.	X	X	X	X	X
Have the right to attend general meetings and have a say in the discussions.	X	X	X	X	X
Have access to official CHBA reports (financial reports and activity reports).	X	X	X	X	X
Eligible to be elected to the Board of Directors.	X				
May propose bylaw amendments.	X	X			
Have the right to vote (or abstain, if need be).	X	X			
May call a special general meeting, in accordance with the rules of the Association.	X				

Section 2.4: Suspension and expulsion

2.4.1 CHBA members shall behave with decorum and avoid any actions or behaviour that may cause harm to the Association's activities or reputation.

2.4.2 Harmful behaviours include, but are not limited to, the following:

- Falsification of records;
- Fraudulent representation;
- Acting in contravention of the CHBA's objectives;
- Intentional violation of the bylaws;
- Conviction of animal cruelty or violation of animal welfare laws;
- Intentional harm to the reputation of the Association, its Board or the breed (through repeated criticism or false and misleading accusations).

2.4.3 The Board may suspend or expel members who refuse or neglect to comply with this regulation.

2.4.4 Suspension or expulsion procedure

- The violation is reported to the Board. The Board shall determine if the complaint has merit and should be reviewed.
- The Board shall create a disciplinary committee to review the situation.
- The member(s) involved shall be informed by courier of the exact nature of the action, violation or neglect they are being accused of and the time, date and place of their hearing.
- The disciplinary committee shall hear the member(s) and provide its recommendation to the Board.
- The decision shall be sent in writing to the member(s). The member(s) shall then have thirty (30) days to appeal to the Board, in writing or in person.
- If an appeal is made, the Board reserves the right to review the final decision within thirty (30) days of the appeal being submitted.
- After the appeal period has ended, the final decision shall be made public.

The Board may opt for:

- A suspension;
- An expulsion;
- A suspension combined with additional requirements for the member(s), followed by an expulsion if these requirements are not met.

Suspensions and expulsions must be approved with a resolution, which shall include the grounds for the suspension or expulsion and its duration. Once the sentence is complete, the member(s) may submit a new membership application form to the Association.

Section 2.5: Resignation

- 2.5.1 Members shall resign by submitting a written notice to the Association's secretary. A resignation shall take effect at the time specified in the notice or, when applicable, upon receipt of the notice. Resigning members shall pay any fees still owed.

Chapter 3 General meetings

Section 3.1: Annual General Meeting (AGM)

- 3.1.1 The Board shall choose the time, date and place of the AGM and inform all those who have the right to attend.
- 3.1.2 The Board may hire a professional facilitator if it deems it necessary.
- 3.1.3 The Board shall provide the members with copies of the activity reports and financial statements for the preceding year, for reference purposes, by whichever means it deems most appropriate.

Section 3.2: Meeting notice for the AGM

- 3.2.1 The meeting notice shall be sent to the members by mail, email, newsletter or published in *Le Cheval Canadien* at least thirty (30) days before the date of the AGM.
- 3.2.2 The meeting notice shall indicate whether translation services will be available at the AGM.

Section 3.3: Quorum

- 3.3.1 The number of members in good standing required to constitute the quorum of an AGM or special meeting is two (2) times the number of directors plus one.
- 3.3.2 If during the meeting (AGM or special), the President notices there is no longer a quorum, he or she must adjourn the meeting until later in the day or at a later date, in order to complete the agenda.

Section 3.4: AGM agenda

- 3.4.1 The Board shall draw up the AGM agenda at its own discretion, provided the following items are included:
- Attendance (Quorum)
 - Reading and adopting the agenda
 - Approving the minutes from the previous AGM
 - President's report and activity report
 - Presenting and approving audited financial statements
 - Ratification of the directors' actions
 - Question period
 - Results of mail ballots, if applicable
 - Presenting new directors and appointing members of the Executive Committee.

Section 3.5: Special General Meeting

- 3.5.1 A special general meeting may be convened by the Board or by the Secretary upon receipt of a request signed by whichever is greater of the following two options:
- 45 active members in good standing
- OR
- Five percent (5%) of the active members in good standing
- 3.5.2 The parties who called for or requested a special general meeting shall choose the place, date and time and explain the grounds for which it was called.
- 3.5.3 The meeting notice shall be sent to members as per the terms set out in section [3.2.1](#).
- 3.5.4 The agenda shall be prepared by the Board and the members who requested the meeting and it shall contain only the topic for which the meeting was called.

Section 3.6: Meeting procedure

- 3.6.1 The Association's President, or, if absent, its Vice-President or any other person called upon to fill this role, will chair the meeting and ensure it runs smoothly by following the procedures for deliberative assemblies (Morin Code or Robert's Rules).
- 3.6.2 If the situation deteriorates, the Chair and the Board members may leave to deliberate on how to resume the meeting. If possible, an attempt to resume shall be made on the same day. If the attempt to resume the meeting fails, the Chair shall notify the members in attendance of the suspension, and another meeting notice will be issued in accordance with the terms of these Bylaws.

Chapter 4 Board of Directors (Board)

Section 4.1: Purpose and powers of the Board

- 4.1.1 The Board shall support the Association in fulfilling its mission and tasks. Its actions and decisions shall be guided by this purpose. The Board shall administer the Association's affairs and may enter into a legal contract on its behalf.
- 4.1.2 The Board shall prepare and adopt amendments for the Association's Bylaws.
- 4.1.3 The Board shall appoint parties who, under its control and supervision, will produce a bilingual version of *Le Cheval Canadien*. The Board shall determine its form, content, frequency of publication and advertising rates.
- 4.1.4 The Board shall set the annual membership dues and the terms and conditions for membership, payment and renewal prior to the AGM.

- 4.1.5 The Board may form one or several committees, which shall include at least one (1) Board member, to help fulfil the Association’s mission and tasks. These committees shall only have the power to make recommendations, unless the Board decides otherwise. The Board also has the power to dissolve these committees.
- 4.1.6 The Board may, on behalf of the Association, sanction futurities or other events by delivering a letter of approval (see section [6.3](#)).
- 4.1.7 The Board shall ensure that the Association is represented at the CLRC’s AGMs. Representatives shall be chosen from among the directors. They shall be appointed through a resolution and shall retain this role until the end of their term.
- 4.1.8 The Board shall prepare and amend the official forms used to communicate and share information between the members and the Association (see the [list of forms in the appendix](#)). It shall also establish the horse description method used for registration.
- 4.1.9 The Board shall elect and dismiss members of the Association’s Executive Committee (see [Chapter 5](#)).

Section 4.2: Composition of the committee

- 4.2.1 The Board shall establish the geographical areas relevant to the election of the directors of the Association’s Board.
- 4.2.2 The Association’s Board consists of nine (9) directors from Canada representing three (3) territorial jurisdictions, as follows:

Jurisdiction	Territory	No. of directors
1	Quebec	6
2	Ontario	1
3	Other Canadian provinces and territories	2

- 4.2.3 The directors of Jurisdiction 3 (other Canadian provinces and territories) also represent non-Canadian members.
- 4.2.4 The distribution of the directorships shall be reviewed every five (5) years to ensure appropriate representation.

Section 4.3: Eligibility criteria for director positions

- 4.3.1 To submit their nomination for a directorship, candidates must meet the following criteria:
 - Be an actual person.
 - Be an active member or the representative of a legal entity that is an active member.
 - Reside in Canada.
 - Have been a member in good standing during the last three (3) consecutive years preceding the AGM.
 - Be sponsored by at least three (3) active members in good standing, from the candidate’s jurisdiction.

Section 4.4: Director election procedure

- 4.4.1 Directors are elected in accordance with the voting rules set out in section [7.7](#).
- 4.4.2 Nominations for director positions must be submitted in writing to the Association’s Secretary between December 1 and December 31, using a form previously approved by the Board.
- 4.4.3 Voting members may vote only for candidates from their territorial jurisdiction.
- 4.4.4 The designated Returning Officer shall declare elected as many candidates as there are directors to be elected, in decreasing order, starting with the one with the most votes. In the case of a tie between the last candidates, the election Secretary shall draw at random.

- 4.4.5 If the number of candidates in a jurisdiction does not exceed the number of directors to be elected, these candidates shall be declared elected by acclamation. If a jurisdiction has fewer candidates than positions to fill, the Board may, in accordance with section [4.7](#), fill the vacant positions with people from that same jurisdiction.
- 4.4.6 Candidates up for election can attend the counting of the votes or be represented by a proxy of their choice (by signing a proxy form).
- 4.4.7 The new directors shall be presented at the following AGM.

Section 4.5: Term of office

- 4.5.1 Directors are appointed for a three-year term.
- 4.5.2 The terms of office of the nine directors shall be staggered with the terms of office for three positions expiring annually. To make it easier to stagger the terms of office, two (2) directors of Jurisdiction 1 and one (1) director of Jurisdiction 2 or 3 shall rotate off each year.
- 4.5.3 Directors shall not stay in office for more than three (3) consecutive terms.

Section 4.6: Removal of a director

- 4.6.1 Directors will automatically be removed from the Board when:
- They pass away.
 - They fail to meet the responsibilities of their position.
 - They miss three consecutive Board meetings without a reason deemed valid by the directors.
 - They lose one or more of the required qualifications to be a director, as per section [4.3](#).
 - They are dismissed during a special general meeting called for that specific purpose.
- 4.6.2 The decision shall be made by the remaining directors and published in *Le Cheval Canadien*.

Section 4.7: Vacated position

- 4.7.1 A directorship becomes vacant if the position is not filled during the elections, or if a director ceases to hold the position due to one of the specifications set out in sections [2.4](#) and [2.5](#).
- 4.7.2 The other directors can fill a vacated directorship by resolution.
- 4.7.3 The director named as replacement shall remain in office until the term of his/her predecessor ends.

Section 4.8: Code of ethics and conflict of interests

- 4.8.1 Directors shall work to support the Association's mission and objectives, while respecting these bylaws.
- 4.8.2 Directors shall avoid any situations which create a conflict of interest (not plural -delete the s). If they find themselves in such a situation, or if in doubt, they shall promptly notify the other directors who will then take appropriate action.
- 4.8.3 Directors shall not take advantage of their situation to use the Association's resources or property for their own personal gain.

Section 4.9: Board meetings

- 4.9.1 The meetings may be held in person, by teleconference or by video conference.
- 4.9.2 A Board meeting may be called by the President or two (2) directors.
- 4.9.3 The Board shall meet as often as necessary, and at least four (4) times a year.
- 4.9.4 Only Board members can attend the meetings. However, resource people may sometimes be invited to attend.
- 4.9.5 The meeting notice shall be sent by email to the directors' last known email address. The notice shall specify the place, date and time of the meeting and it shall be sent at least fifteen (15) days before the meeting. The Board reserves the right to shorten the notification period, provided all directors agree to it.

- 4.9.6 The parties who call a meeting shall be responsible for setting the agenda, but the directors in attendance have the right to add more items or modify it.

Section 4.10: Quorum

- 4.10.1 Five (5) directors, including the President or the Vice-President, shall constitute a quorum. The quorum must be maintained until the end of the meeting.
- 4.10.2 If one or more of the directorships are vacant, the quorum shall be half the number of the sitting directors, plus one.

Section 4.11: Decisions made by the Board

- 4.11.1 Except as otherwise provided, the Board's decisions shall be taken by a simple majority of the votes cast with each director entitled to one vote.
- 4.11.2 A secret ballot can be requested only during meetings that are held in person. In such cases, the Secretary shall serve as the scrutineer and count the votes.
- 4.11.3 Proxy voting shall not be allowed at Board meetings.
- 4.11.4 Written resolutions signed by all the directors shall be considered equivalent to having been adopted during a Board meeting. A copy of these resolutions shall be kept with the minutes.

Section 4.12: Insurance coverage

- 4.12.1 The Association shall purchase insurance to protect the Association, including the directors and all persons acting for and on behalf of the Association.

Chapter 5 Purpose and powers of the Executive Committee

Section 5.1: General Provisions

- 5.1.1 The directors shall elect the members of the CHBA Executive Committee from among themselves during the AGM.
- 5.1.2 At any time during their term of office, directors may call for a new election to redistribute the roles listed in this chapter.

Section 5.2: Outgoing President

- 5.2.1 At the end of his or her term, the outgoing president shall join the Board for one (1) year to assist with ongoing matters. This is a non-voting position on the Board.

Section 5.3: President

- 5.3.1 The President shall chair Board meetings and general meetings.
- 5.3.2 Under the supervision of the directors, the President shall ensure that the Association is managed properly and that its mission and tasks are being fulfilled. The President shall supervise, administer and generally manage the Association's activities.
- 5.3.3 The President shall also carry out any other task assigned by the Board.

Section 5.4: Vice-President

- 5.4.1 In the case of absence, refusal to participate, or incapability of the President, the Vice-President shall exercise the powers and duties normally delegated to the President.
- 5.4.2 The Vice-President shall also carry out any other task assigned by the Board.

Section 5.5: Treasurer

- 5.5.1 The Treasurer shall oversee the management of the Association's finances, and maintain accounting ledgers and books containing accurate, detailed records of all of the Association's financial transactions.
- 5.5.2 The Treasurer shall receive the funds and other assets of the Association and deposit them in a financial institution chosen by the Board.
- 5.5.3 The Treasurer shall report to the Board regarding the Association's financial situation and any transactions that have been made, and permits authorized agents to examine the Association's books and accounts.
- 5.5.4 The Treasurer shall sign, jointly with the President or another director or other person as authorized by the Board, the Association's contracts and financial agreements, as well as any documents required for other financial transactions.
- 5.5.5 The Treasurer shall also carry out any other task assigned by the Board.
- 5.5.6 The Treasurer may also obtain the assistance of a resource-person as needed, but the Treasurer remains responsible at all times for any actions taken.
- 5.5.7 This position can be combined with that of Secretary.

Section 5.6: Secretary

- 5.6.1 The Secretary is in charge of the Association's seal, archives and other official documents (Association's founding documents, records, bylaws, minutes, etc.).
- 5.6.2 The Secretary shall send out notices for meetings of the Board and its committees, when necessary, and for AGMs.
- 5.6.3 The Secretary shall serve as recorder during Board meetings and general meetings.
- 5.6.4 The Secretary shall forward to the Department of Agriculture and Agri-Food the notices and reports required under the Animal Pedigree Act.
- 5.6.5 The Secretary shall also carry out any other task assigned by the Board.
- 5.6.6 The Secretary may also obtain the assistance of a resource-person as needed, but the Secretary remains responsible at all times for any actions taken.
- 5.6.7 This position can be combined with that of Treasurer.

Chapter 6 Special committees

Section 6.1: Mandates and composition of the special committees

- 6.1.1 When needed, the Board may create standing or temporary special committees.
- 6.1.2 The composition of the special committees shall be determined during the first Board meeting following the AGM. The members, which may include the president, shall be chosen from among the directors. Special committees may appoint additional members or use the services of a third party to obtain a specialist's advice regarding their mandate, with approval of the Board.
- 6.1.3 Special committees carry out the assigned activities and assume the responsibilities as set out in the relevant provisions of the Bylaws. Special committee members are empowered only to make recommendations to the Board.
- 6.1.4 Subject to the availability of funds, the Association shall provide financial support to the committees for their assigned mandates.

- 6.1.5 There are currently three (3) special committees:
- Bylaws Committee
 - National Futurity and other Events Committee
 - Registration Supervision Committee

Section 6.2: Bylaws Committee

- 6.2.1 The Bylaws Committee is tasked with reviewing and revising, when needed, the wording of any bylaws and proposed amendments, and making recommendations to the Board before submitting them to the Association's voting members.
- 6.2.2 In all cases, the Committee shall ensure consistency with the Bylaws' other regulations and sections.

Section 6.3: National Futurity and Events Committee

- 6.3.1 When possible, the Committee shall organize national futurities.
- 6.3.2 The Committee shall draft the approval procedure for all events, including futurities. It shall make recommendations and submit them to the Board for approval.
- 6.3.3 The Committee shall approve events where Canadian horses are to be presented, ensuring that the following provisions are met:
- the judging criteria correctly reflects the breed's standards;
 - the horses presented at a futurity or other CHBA sanctioned event must be registered with the CLRC;
 - the code of ethics of Equestrian Canada is followed, notwithstanding specific clauses as issued by the Association.
- 6.3.4 Procedure to submit an event for approval by the National Futurity Committee:
- A detailed event proposal must be submitted at least sixty (60) days before the event.
 - The main organizer of the event must be a CHBA member in good standing.
 - The proposal must include the place of the event, the name(s) of the person(s) in charge, the classes to be shown and the names of the judges.
 - Organizers shall comply with the goals and objectives of the Association and shall be able to guarantee to the Association that a portion of the event will be reserved solely for Canadian horse breed attendees.
 - The Association will give its support or make recommendations thereby officially sanctioning the event.
 - The organizers of a CHBA sanctioned event shall provide the Association with a follow-up report of the event for the results to be compiled, added to the database and published.
- 6.3.5 Types of events eligible to be sanctioned by the CHBA:
- Provincial or regional breed halter shows
 - Provincial or regional breed driving shows
 - Provincial or regional breed under saddle shows
- A futurity must constitute a minimum of four (4) halter classes of registered horses:
- Weanling colts and fillies
 - Yearling colts and fillies
 - Stallions and mares two (2) years old
 - Stallions and mares three (3) years old
- 6.3.6 The manner in which the Association's name shall be used at CHBA sanctioned events shall be limited to what has been agreed to in writing.
- 6.3.7 The Board shall revoke the approval of a futurity or other event if deemed necessary.

Section 6.4: Registration Supervision Committee

- 6.4.1 The purpose of this Committee is to:
- verify the information contained in the breed registry and, every six (6) months, provide the Board with a report on registration and transfer numbers, and the conformity of these to the bylaws;
 - request any additional verification tests necessary;
 - investigate problem cases and make recommendations about them to the Board;
- 6.4.2 Notwithstanding the provisions of paragraph [6.1.2](#), it is mandatory for this Committee to include at least one member in good standing, who is not on the Board.

Chapter 7 Financial and legal provisions

Section 7.1: Fiscal year

- 7.1.1 The Association's fiscal year is January 1 to December 31 (calendar year).
- 7.1.2 The Association's financial report shall be prepared by the Treasurer, adopted by the Board and submitted at the AGM once the financial statements have been audited by a firm of chartered accountants.

Section 7.2: Financial institution

- 7.2.1 The Board shall determine by resolution the financial institution with which it will do business.
- 7.2.2 The Board shall determine by resolution the signatories authorized to issue payments or sign receipts on behalf of the Association.

Section 7.3: Books and records

- 7.3.1 The Association shall keep accounting records containing records of all transactions.
- 7.3.2 The Association shall also keep an up-to-date membership list.

Section 7.4: Remuneration and reimbursement for directors

- 7.4.1 Directors shall not be remunerated.
- 7.4.2 The Board may adopt a resolution to refund directors for expenses incurred in the course of their duties.

Section 7.5: Awarding of contracts

- 7.5.1 The Board shall be responsible for hiring and dismissing employees and subcontractors.
- 7.5.2 The Board shall set the wages of the Association's employees.
- 7.5.3 The directors shall determine the powers of the Association's employees. They may delegate all their powers, except those they must exercise themselves, or the ones that require the approval of the Association's members. Employees also have the powers stemming from the bylaws or their position.
- 7.5.4 The Association's employees shall remain in office until successors are chosen by the Board, subject to the director's right to dismiss them sooner. Employees can be dismissed only if an employment contract exists between them and the Association.
- 7.5.5 In case of absence, incapability, refusal or negligence of action or for any other reason directors deem sufficient, the Board may delegate, permanently or temporarily, the powers of an employee to another employee.
- 7.5.6 Employees may resign by submitting a resignation letter to the Association's head office by mail or by courier.

Section 7.6: Bylaw amendments

- 7.6.1 Bylaw amendment proposals must be supported by five (5) members in good standing and include a rationale for the change.
- 7.6.2 Amendment proposals must be sent to the Association's President by December 31 so that they can be submitted to the Bylaw Committee and then subsequently voted on by the members prior to the next AGM.
- 7.6.3 The Bylaw Committee shall make judgments as to the admissibility of new regulations or amendments to existing regulations if such proposed changes are in conflict with other existing regulations.
- 7.6.4 The proposed amendments shall be presented as "approved or rejected by the Board" and will be published in *Le Cheval Canadien*. They shall remain accessible to the Association's members at all times for reference purposes.
- 7.6.5 Amendments approved by the members shall be submitted to the Department of Agriculture and Agri-Food, which must also approve them in order for them to be put into effect (section 16 of the APA).

Section 7.7: Voting procedure

- 7.7.1 A vote of the members is required for any bylaw amendment, for the election of Board members or, in special circumstances, for any major modification to the governance.
- 7.7.2 Votes may be submitted by mail or email. Members shall specify how they will vote when they renew their annual CHBA membership.
- 7.7.3 Only those active members appearing on the list held by the Secretary in accordance with section [2.1.5](#) have the right to vote.
- 7.7.4 Members shall have one vote each. If they wish to vote, those who are co-owners of a horse must be CHBA members in good standing and submit, by January 31 of the current year, to the Secretary a written statement signed by the other co-owner stating that they have the right to vote on behalf of this co-ownership. Legal entities must inform the Association's Secretary of the name of their representative by January 31 of the current year. Only this representative will have the right to vote on their behalf.
- 7.7.5 Unless otherwise stipulated, the CLRC shall be the Returning Officer. It will be in charge of:
 - Verifying the lists of eligible voting members;
 - Sending a ballot to the voting members, by either mail or email;
 - Receiving the completed ballots;
 - Organizing the counting of the votes and compiling the results;
 - Announcing the results of the election.
- 7.7.6 Voting members have thirty (30) days from the date the ballots are sent (electronically or by mail) to return their completed ballots. For postal ballots, the voting ballot and the return envelope must be the ones provided by the CLRC.
- 7.7.7 For postal ballots to be valid, they must be postmarked on or before the closing date of the vote. Voting ballots that do not conform to the rules shall be rejected.
- 7.7.8 Votes shall be tallied in the presence of a member of the CHBA Executive Committee, a representative of the Board appointed in accordance with the provisions of article [8.1.2](#) and an employee of the CLRC.
- 7.7.9 Notwithstanding the election of Board representatives, whose appointment procedure is set out in sections [4.4.4](#) and [4.4.5](#), amendments shall be adopted or rejected by a simple majority of active members who have exercised their right to vote.
- 7.7.10 The results of the vote shall be presented at the following AGM.

Section 7.8: CHBA amalgamation or dissolution

- 7.8.1 In the case of a request to merge or dissolve the CHBA, members shall be sent a written consultation, in accordance with the provisions of sections 25, 26 and 58 of the APA.
- 7.8.2 For a merger plan to be approved, twenty-five percent or more of the members must respond to the consultation, and at least two thirds of the respondents must approve the plan (section 25.2 (d) of the APA).
- 7.8.3 For a dissolution request to be approved, the CHBA must submit a petition supported by a resolution passed by at least two thirds of its members (section 58.1 (e) of the APA).

Chapter 8 Agreement and relations with the CLRC

Section 8.1: CLRC membership

- 8.1.1. The Association is a member of the Canadian Livestock Records Corporation (CLRC) and it pays its dues for the services rendered, in accordance with applicable rates.
- 8.1.2 The CHBA Board shall appoint representatives to attend the CLRC's general meetings. They shall be appointed by resolution and shall remain in the position until they are replaced.
- 8.1.3 Legitimate expenses incurred in the attendance of the CLRC General meetings shall be reimbursed by the Association.

Section 8.2: The CLRC's and CHBA's respective obligations

- 8.2.1 The CLRC is responsible for:
 - maintaining the CHBA membership list;
 - maintaining the breed registry on Canadian horses, their embryos and their semen;
 - issuing registration, transfer, lease certificates, and registering herd names;
 - providing any other service that the Board deems appropriate.
- 8.2.2 The CHBA is responsible, through its Board, for:
 - submitting to the CLRC General Manager a copy of the resolution certified by the Association's President and Secretary, confirming the names of the representatives appointed to attend the CLRC's general meetings. The CLRC's Manager shall be notified of any replacements made to the CHBA representatives;
 - regularly forwarding to the CLRC Manager a copy of *Le Cheval Canadien*;
 - approving the form and content of the registration certificates, while taking into account the information that must be included under section 29 of the APA;
 - approving the official forms used for information purposes or to communicate with members (see the [list in Appendix 1](#));
 - preparing and sending out amendment proposals for the CLRC's bylaws, to be reviewed at the CLRC's general meeting.

Chapter 9 Pedigree record regulations

Section 9.1: Breed standards

- 9.1.1 The Canadian horse breed standards are described in the Association's founding documents.
- 9.1.2 A visual summary can be found in [the appendix 2](#) of this document.

Section 9.2: Horse eligibility for registration

- 9.2.1 To be eligible to be registered, an animal must:
 - be derived from two parents registered in the breed registry;
 - Have a DNA parentage certificate.

- 9.2.2 In addition to the conditions set out in section 9.2.1, males specifically must:
- be at least 96.75% (31/32) purebred;
 - or have a proof of castration for any males less than 96.875% (31/32) purebred.

- 9.2.3 Animals born as a result of an embryo transfer shall be eligible for registration, provided:
- the conditions set out in sections 9.2.1 and 9.2.2 are met;
 - a certificate signed by the veterinarian who performed the transfer is sent to the Association’s secretary within ninety (90) days of the implantation of the embryo in the surrogate mare;
 - the name of the mare from which the embryo was extracted appears as the name of the dam;
 - the owner of the mare from which the embryo was extracted shall be the owner of the foal, both before and after its birth, unless the rights of ownership are transferred to another party in writing.

Section 9.3: Degree of purity

9.3.1 Progeny registered before 1984 and born of a purebred sire and an unregistered dam were registered as 50% purebred. Mares that were inspected and approved prior to 1984 were also registered as 50% purebred.

9.3.2 The degree of purity indicated on the registration certificate is established based on the following table:

PARENTS		PROGENY	
SIRE	DAM	MALE	FEMALE
Purebred	Purebred (100%)	Purebred	Purebred
Purebred	Purebred 93.75% (15/16)	Purebred	Purebred
Purebred	87.5% (7/8)	93.75% (15/16)	Purebred
Purebred	75% (3/4)	87.5% (7/8)	87.5% (7/8)
Purebred	50% (1/2)	75% (3/4)	75% (3/4)

Section 9.4: Stallion inspection

- 9.4.1 For their progeny to be registered, all stallions born in or after 2015 must be examined by a veterinarian, who must then fill out the [inspection form](#). The form must be promptly submitted to the CLRC.
- 9.4.2 Stallions must be at least two (2) years old at the time of the inspection. Only those who have been approved will be able to produce foals eligible for registration.
- 9.4.3 Stallions born before 2015 are not subject to this process.

Section 9.5: Determining the animal’s name

- 9.5.1 The name of the horse to be registered, regardless of the sex, shall include the following items, in order:
- the herd name;
 - the given name of the sire of the foal being registered;
 - the given name of the foal to be registered.
- 9.5.2 The complete name must not exceed 30 characters, including spaces and numbers.
- 9.5.3 The herd name used as the first part of the horse’s name is that of the mare’s owner (or lessor) at the time the breeding took place.
- 9.5.4 The horse’s given name must start with the letter assigned to its birth year. For example, the letter F for 2018, the letter G for 2019, the letter H for 2020, etc.
- 9.5.5 Names must not be defamatory, discriminatory or offensive. Any name that is questionable shall be reported to the Board, which will render a decision about it.

- 9.5.6 If the horse being registered is a stallion, it must have a unique given name. If not, the name must be followed by a number (2nd, 3rd, etc.). If the horse being registered is a female or a gelding, it must be the only one registered with said complete name.
- 9.5.7 It is strictly forbidden to change the registered name of an animal, with the exception of stallion owners who can change the name of their stallion only once during its lifetime, and it must be done before the registration of the stallion's first foal. Stallion owners must first obtain written authorization from the breeder of the stallion. The applicable costs for this transaction are the same as the registration costs based on the age of the horse.

Section 9.6: Herd name

- 9.6.1 Application for herd name
- Breeders must choose and register their herd name with the CLRC.
 - The name of the herd must not already be in use for another herd. It is the registrar's responsibility to verify this.
 - Breeders can register only one herd name.
 - Herd names must not be defamatory, discriminatory or offensive. Any herd name that is questionable shall be reported to the CHBA Board, which shall render a decision about it.
 - When more than one breeder applies to have the same herd name registered, priority shall be given to the first person making the request.
- 9.6.2 Changing a herd name
It is forbidden to change a herd name during the thirty (30) days following its registration, except for the purpose of correcting an error.
- 9.6.3 Changing the name of the herd owner
The name of the person under which a herd was registered can be changed in the following circumstances:
- to substitute the name of a deceased person with that of their heir;
 - to replace the name of an individual with that of the company or partnership under which they do business;
 - to register the new name of a company or partnership, or to add the name of a co-owner or associate.

Section 9.7: Official identification of horses

- 9.7.1 Since 2012, the Association has been accepting electronic identification only. Consequently, all foals must be identified with an electronic chip implant before weaning.
- 9.7.2 Electronic identification shall be by means of RFID which meets ISO 11784 and 11785 standards and are ICAR approved. The chip shall be inserted subcutaneously on the left side of the neck, halfway between the poll and withers, approximately 1.5" down from the crest.
- 9.7.3 The CLRC shall send the chips directly to the breeder upon receipt of the registration application.
- 9.7.4 The electronic implant number must be indicated on the registration certificate. It shall be used for purposes of certification, reference and identification.

Section 9.8: Registration procedure

- 9.8.1 Owners or lessors of a mare who has given birth to a foal must, within ninety (90) days following the birth, fill out and submit a [birth declaration](#) to the CLRC.
- 9.8.2 They will then receive a registration kit including a [registration application form](#), the instructions for the parentage test and an electronic chip. Foal owners shall have an additional 90 days to complete the registration and send the registration application form back to the CLRC. The registration form must include a pictorial description of the horse. If the foal's owner changes between its birth and the registration date, the "transfer of ownership" section must also be filled out.
- 9.8.3 The forms must be duly signed by all parties involved.
- 9.8.4 The same procedure applies for the registration of adult horses.

Section 9.9: Proof of parentage

- 9.9.1 All applications to register a Canadian horse, regardless of its age or sex, must include an DNA certificate issued by a recognized laboratory approved by the CHBA, without which the registration certificate will not be issued.
- 9.9.2 All breeding animals, which were exempt from this obligation before 2002, must have their own DNA certificate for their progeny to be registered.
- 9.9.3 All costs related to obtaining a DNA parentage certificate shall be covered by the person making the registration request.

Section 9.10: Proof of colour

- 9.10.1 If horse owners want to register a horse under a colour other than the colours indicated on the registration form, be it for a new registration or to modify an existing registration, they must provide a colour photograph of the horse with their application. If there are any doubts as to the horse's actual colour, the Registration Supervising Committee may request a genetic test, at the owner's expense.

Section 9.11: Registration certificate

- 9.11.1 Once they have received the completed registration application and proof of parentage, the CLRC shall issue a [registration certificate](#).
- 9.11.2 The registration certificate must indicate, on the first page and in large letters, the animal's degree of breed purity, based on the table in section [9.3.3](#).
- 9.11.3 The registration certificate must also include a description of the horse.
- 9.11.4 Once a registration certificate has been issued, it cannot be cancelled (except when the provisions of section [9.17.2](#) apply).
- 9.11.5 Notwithstanding the provisions of section 9.11.4, when owners of a registered animal believe they have a valid reason to cancel their animal's registration certificate, they must send the original back to the CHBA Board, along with a written request stating the grounds for their request. The Board reserves the right to reject the request if it deems it to be spurious or unjustified. The Board will inform owners of its decision within 45 days of receiving the request, with an official letter sent to their last known address.

Section 9.12: Transfer of ownership

- 9.12.1 The transfer of ownership request must be filled out in the appropriate section on the back of the original registration certificate and, to be valid, it must be signed by the last registered owner.
- 9.12.2 Notwithstanding the provisions of section 9.12.1, if the registration certificate is transferred to a buyer without the signature of the previous registered owner, due to that person being deceased, to them losing their privileges, to an order stemming from a legal decree, or to any other legal action, the Registration Supervision Committee may be appealed to in writing. They will then make recommendations to the Board regarding the approval of the transfer of ownership of the horse to the new owner, if the latter is able to provide the following supporting evidence, depending on the case:
 - Proof of purchase and of payment (invoice with the price, as well as a receipt showing the full amount has been paid);
OR
 - Copy of a judgment containing satisfactory proof of transfer of ownership (divorce judgment, proof of gift or legal seizure, etc.);
AND
 - Formal proof of the identity of the horse in question (chip reading by an authorized representative or DNA parentage test).

Section 9.13: Theft report

- 9.13.1 If a Canadian breed horse is stolen, its owner must report it promptly to the CLRC using the [Canadian Horse theft declaration](#) form and include the police report.

Section 9.14: Stallion report

- 9.14.1 All Canadian Horse stallion owners or lessors whose stallions have bred one or more registered Canadian horse mares by any means including natural cover or artificial insemination using transported or on farm fresh, cooled, or frozen semen, must submit a [stallion report](#) to the CLRC by December 31 of the breeding year.

Section 9.15: Frozen semen declaration

- 9.15.1 Owners of a registered Canadian stallion who have frozen, or have authorized a third party to freeze the semen of their horse, must send a [semen freezing report](#) to the CLRC within one (1) month of the freezing. The report shall indicate the number of frozen doses as well as the owner of said doses.
- 9.15.2 This information will be available any CHBA members who request it.

Section 9.16: Loan or lease

- 9.16.1 Registered stallions and mares can be loaned or leased for breeding purposes.
- 9.16.2 The [lease form](#) must be filled out and signed by the lessor and the lessee, and submitted to the CLRC by December 31 of the current breeding year.
- 9.16.3 The registration form for a foal born out of a leased mare may be submitted either by the mare owner or the lessee.

Section 9.17: Accuracy of information

- 9.17.1 The information contained in the Canadian Horse breed registry and the registration certificates is produced based on birth declaration forms, registration certificates, transfer and lease forms, and stallion reports. The parties who submit them are responsible for their accuracy.
- 9.17.2 If it is subsequently discovered that the information provided in these documents was incorrect or that a mistake was made by the CLRC when issuing said documents and this has resulted in the registration of horses, a transfer of ownership, a lease or the issuance of a certificate which would not have occurred if the person in charge of such requests had been in possession of the full and accurate information, the registration shall be cancelled as soon as these facts are known and certificates issued shall be returned to the CLRC by the owner of the certificates within sixty (60) days following the notice.
- 9.17.3 Certificates issued by the CLRC that are not in accordance with the Association's Bylaws will be recalled by the Secretary so they can be modified and corrected. If the error is of no consequence regarding the validity of the registration, transfer or lease, it will be corrected in the Canadian Horse breed registry and on the registration certificate. The holder of the certificate shall send the incorrect certificate to the CLRC and a new registration certificate shall be issued.
- 9.17.4 The CHBA Board is mandated with ensuring that cancelled certificates and certificates to be corrected are duly received. Members who do not comply with this regulation may be subject to the sanctions set out in section [2.4](#) of this document.

Section 9.18: Fee payment, general provisions

- 9.18.1 Non-CHBA members may buy, own, sell or transfer a Canadian horse. However they will be required to pay the non-member fees.
- 9.18.2 Requests that do not include the full amount of fees due shall be rejected. These fees must be paid in advance to the Association or to the organization appointed by the Association.
- 9.18.3 Though sellers of an animal are subject to section 64 (J) of the APA, which holds them responsible to cover the registration or transfer of ownership fees, buyers may submit a registration or transfer of ownership application and pay the related costs themselves.
- 9.18.4 If a horse is to be registered or transferred to the names of co-owners, who are not already members of the CHBA, said co-owners shall be considered as one legal entity upon the payment for one active membership.

* * *

Appendix 1

Official CHBA forms

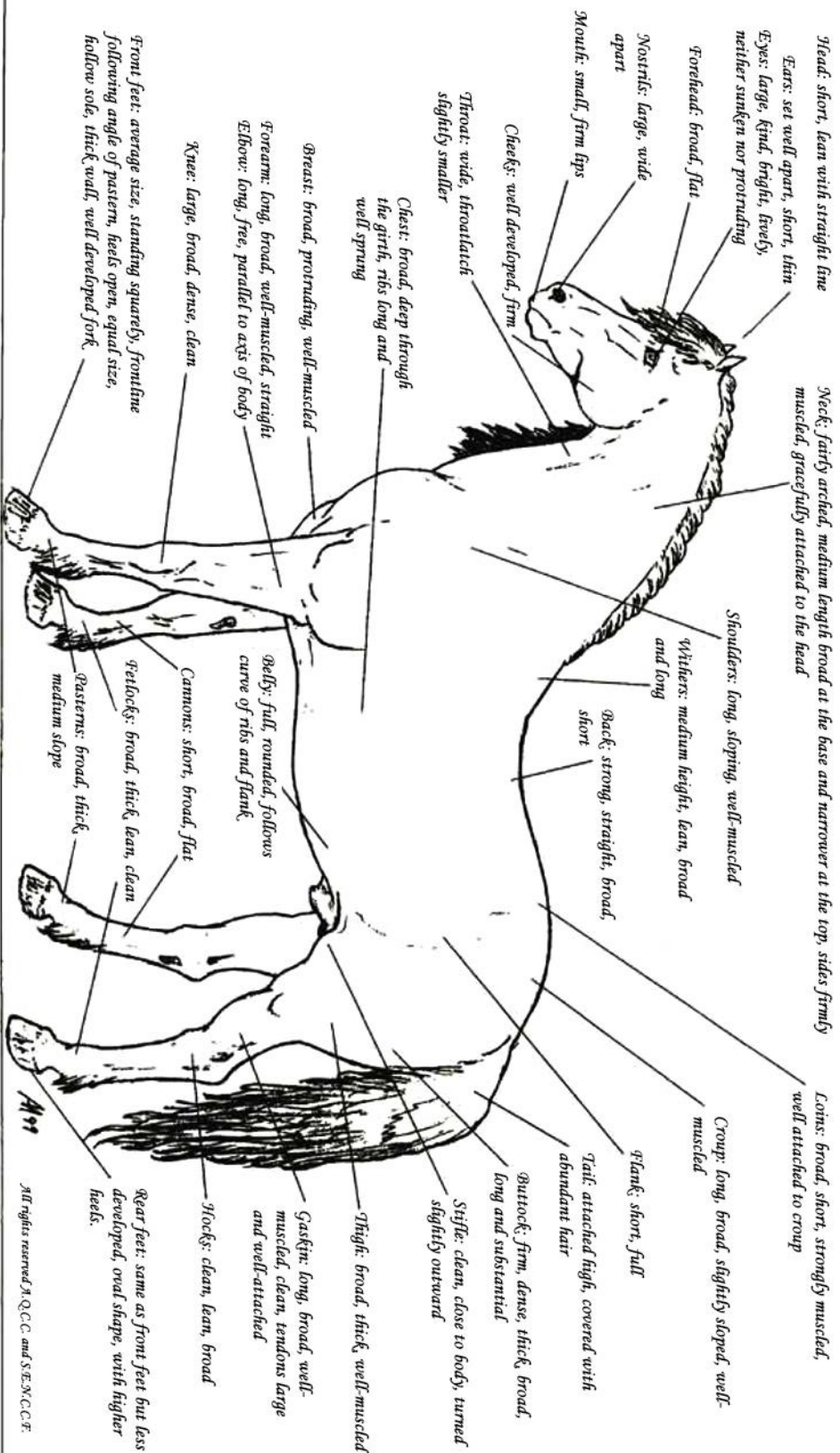
These forms shall be available to members at all times.

- CHBA membership form
- Board Member Application
- Birth declaration
- Registration application
- DNA testing request
- Registration certificate
- Stallion report
- Stallion inspection form
- Leasing certificate
- Semen freezing report
- Application for herd name
- Canadian horse theft report

The Canadian Horse Breed Standards

Official characteristics: Abundant, long, fine and wavy hair. Tail long and thick. Shows power, agility, finesse, strength, vigour and natural balance. Bones dense and clean, joints lean and clean. Elegant and noble in carriage and movement. Symmetry of shape, stands squarely on ground. Free and vigorous movement, joints bending freely and with lots of action. Energetic, vigorous, enthusiastic, gentle and docile temperament. Versatile, easy-keeping, resistant to disease, strong and known for their endurance and robustness. Height: 14-16 hands (reviewed in 1991). Weight: 1000 to 1400 lb Colour: Brown, Black, Chestnut, Gray. Rarely: Grey or with blaze or white stockings. Origins: Province of Quebec, St. Lawrence Valley.

Source: French Canadian Studbook, Book 1.
(This diagram provided by the Association Québécoise du Cheval Canadien and the Syndicat d'Élevage National du Cheval Canadien-Français.)



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Appendix 2

Illustrated breed standards