

CANADIAN ASSOCIATION OF HARNESS DOG SPORTS (“CAHDS”)

CANADIAN ASSOCIATION OF
Harness Dog Sports Ltd.



ASSOCIATION CANADIENNE DES
Sports Canins Attelés Ltd.

CAHDS INDEPENDENT COMMITTEE SUMMARY & OVERVIEW

1 Definitions

- 1.1 “Regional Organization” or “RO” means a harness dog sports organization representing a specific province, territory or region approved by and affiliated with CAHDS.
- 1.2 “Summary” refers to this document in its entirety.
- 1.3 “Committee” refers to the CAHDS Independent Committee which is a subsidiary committee under CAHDS designated as such by the CAHDS Board of Directors.

2 Application

- 2.1 This document specifically applies to the Committee and all members thereof.
- 2.2 The Committee and all members thereof are required to adhere to the guidelines contained in this document in order to maintain their position on the Committee.

3 Purpose & Objectives

- 3.1 Generally, the Committee exists to assist the CAHDS Board of Directors with the management and support of independent members of CAHDS.
- 3.2 Specific tasks designated to the Committee may include:
 - Answering and supporting independent members questions;
 - Help create communication pieces to support understanding of CAHDS;
 - Support independent members in organising and navigating the process to form and have a Regional Organization (ROs) recognized for their province or territory
 - Supporting independent members in the national and international application and competition process.

4 General Organization & Structure

- 4.1 **Committee Make-up:** The Committee members should represent a loose reflection of independent members from across the country. As such, the Committee members should consist of representatives from each province or territory with individual CAHDS member(s) or CAHDS member club(s) that do NOT have a Regional Organization.
- 4.2 **Appointment:** Each Province without an RO is entitled to a maximum of three (3) individuals to the Committee. The CAHDS board of directors will review all applications for the Committee and finalize the appointment of individuals to the Committee, including any CAHDS board members.
- 4.3 **Meetings:** Meetings will be held monthly, or as required, the Committee should ensure there is a record of any meetings.
- 4.4 **Voting:** All voting may be conducted by simple majority, with quorum being 50% of the members. Members must be present (electronically or otherwise) in order for a vote to be conducted.
- 4.5 Any items voted on by the independent committee will then be reviewed and accepted or denied by the CAHDS Board of Directors before taking final effect.

5 Specific Roles & Responsibilities

- 5.1 CAHDS will appoint a Committee Chair whose role and responsibilities shall be as follows:
 - Conduct meetings of the Committee and provide strategic direction to the Committee.
 - Responsible for communicating with CAHDS (for example, providing updates and reports to the CAHDS Board of Directors as may be required from time to time);
- 5.2 The Committee Members must vote on the following positions necessary to the efficient function of the Committee annually (typically, this vote will take place within a few weeks of the conclusion of the CAHDS AGM):
 - **Secretary:** responsible for taking notes at all meetings of the Committee, keeping track of projects and deadlines, and sending out meeting reminders.

6 Reporting

- 6.1 While there is no specific reporting schedule, the Committee is responsible to report regularly on its activities to the CAHDS board of directors and updates and/or reports may be requested from time-to-time by the CAHDS board of directors. As a subsidiary of CAHDS, it is imperative that the CAHDS board of directors be kept up to date with the Committee's activities and be consulted prior to effecting any specific initiatives. The committee may not, under any circumstances, act independently of CAHDS.