

## **PREAMBLE:**

**Members of the CFHA will have the opportunity to discuss proposed bylaw amendments at the upcoming AGM to be held August 7, the day after the evaluations, at the Lakeview Inn, 22 Southridge Drive in Okotoks Alberta. The room is reserved from 0800 to 1130 Mountain Time. Members are invited to attend in person, or by conference call. Details will be available soon on the CFHA website.**

**Voting on the proposals will be by the mail-in ballot included in these documents which must be postmarked no later than August 16, 2010.**

**The ballots are to be mailed to the General Manager, Canadian Livestock Records Corporation, 2417 Holly Lane, Ottawa, ON, K1V 0M7.**

## **SUMMARY OF PROPOSED AMENDMENTS**

The following proposed amendments were jointly written by Carol Boehm (CFHA BC Representative) and Andrea Thiel (CFHA Secretary). David Trus, Animal Registration Officer with the Department of Agriculture and Agri-Food Canada, reviewed these proposals, and his recommendations have been incorporated.

An overview of the proposed changes:

- Certain sections were reworked to eliminate conflicts and possible misunderstandings.
- The section on Members was re-written to make it more welcoming. The right of all members in good standing to vote is now protected.
- The section on Directors has substantially changed. Minutes of Board meetings will be recorded and published on the website and in the newsletter to assure transparency. Eastern and Western Canada will have equal representation on the Board. Terms of office have been incorporated to ensure that new ideas and energy help make this Association productive in promoting our breed to the general public.
- The section on Rules of Registration has changed to bring it up-to-date, and to clarify what is required before an animal from a foreign registry can be recognized in Canada.

## **CANADIAN FJORD HORSE ASSOCIATION CONSTITUTION**

### **1. NAME**

**The Association shall be known as the "Canadian Fjord Horse Association", hereafter referred to as CFHA.**

### **2. OBJECTIVES**

**A) The Association operates under the authority of the Animal Pedigree Act administered by the Department of Agriculture and Agri-Food Canada.**

**B) The Association shall have for its objective the working together cooperatively of breeders in the promotion, maintenance and regulation of the genetic purity of the Norwegian Fjord Horse in Canada by:**

- (1) Keeping a record of the breeding and registration of Purebred Norwegian Fjords as a distinct breed as recognized by the Animal Pedigree Act;**
- (2) Encouraging the improvement in quality of the riding, driving and draft types of Norwegian Fjords in Canada by various means. These could include promoting breed conformation clinics and regular evaluations;**
- (3) Undertaking activities designed to increase public awareness of the Norwegian Fjord Horse as a versatile horse with the ability to perform across the full range of equine disciplines;**
- (4) Encouraging reciprocal agreements and cooperative relations with foreign Purebred Norwegian Fjord registries.**

### **3. MEMBERS**

**A) Membership is open to anyone who agrees to abide by the objectives of the CFHA, its by-laws, policies and procedures.**

**B) Application for annual membership shall be in writing and each CFHA membership recipient is bound by the by-laws, rules of registration and any other administrative procedures upheld by the CFHA Board of Directors and by the provisions of the Animal Pedigree Act.**

**C) There will be four classes of Membership:**

**(1) Annual Membership is open to those individuals, partnerships or companies, incorporated under Federal or Provincial charter, resident in Canada, who own at least one registered Norwegian Fjord. Such individuals are entitled to one vote.**

**(2) Family Membership is open to two adults residing in the same household and their children living at home who together own at least one registered Norwegian Fjord. They are entitled to two votes.**

**(3) Junior Membership is open to a person under the age of 18 on January 1 of the year he or she is a member, but that person may not vote.**

**(4) Non-Resident Membership is open to individuals residing outside Canada who own at least one registered Norwegian Fjord Horse. Such a member may vote but not in matters pertaining to by-laws or articles of incorporation. The CFHA recognized that the first right of registration shall be with the country in which the animal resides.**

**D) Annual Dues**

**(1) Annual Dues for all of the membership categories will be determined by the Board of Directors no later than the end of the third quarter of each year.**

**(2) They are owed January 1 and members who have not paid their dues by March 31 of each year will be considered to be not in good standing.**

**(3) The financial liability of the member of the Association shall be limited to the amount due from him in respect to his membership dues and registration fees.**

## **E) Members in Good Standing**

**(1) A member in good standing is a member who has complied with the by-laws and regulations of the CFHA and who is neither in arrears of membership dues or other fees or suspended. Only members in good standing are entitled to all the rights and privileges of the Association.**

**(2) The Board of Directors shall have the power to suspend or expel any person 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 Association.**

**(3) A person so suspended or expelled shall after sixty days have the right to apply to the Board of Directors for reinstatement and shall upon application be reinstated at the next meeting of the board provided two-thirds of the members of the Board present vote in the affirmative.**

**(4) If the member in question is a director, he shall not participate in any way in the meeting or the vote.**

**(5) If the Board of Directors refuses to reinstate a person so suspended or expelled, such person shall have the right to apply for reinstatement at the next general meeting. Reinstatement requires a majority vote of two-thirds of the members present.**

## **4. OFFICES**

**The head office of the Association shall be located in Canada at the residence or office of the Secretary of the Association. The office for the registration and holding of pedigrees shall be the office of the Canadian Livestock Records Corporation, in the City of Ottawa, Ontario, hereafter referred to as CLRC.**

## **5. FISCAL YEAR**

**The fiscal year of the Association shall correspond with the calendar year.**

## **6. DIRECTORS, OFFICES AND COMMITTEES**

**A) DIRECTORS: The affairs of the Association shall be conducted by a Board of six Directors with the following regional breakdown: three will be from the Western provinces of BC, Alberta, Saskatchewan, Manitoba, Yukon and the North West Territories; three will be from the Eastern provinces of Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland/Labrador. Every five years the Board shall undertake a review of the demographics of the membership and propose any necessary changes.**

**B) BOARD OF DIRECTORS: The Board of Directors reports to and is directly responsible to the general membership. It is governed by the by-laws of the CFHA and the Animal Pedigree Act. Directors shall meet a minimum of three times a year in person or by conference call and the minutes of these meetings shall be available to members of the Association on the website and in the newsletter. If there is not active participation in all matters of Board affairs for two consecutive meetings without valid reasons, a director may forfeit his position. A special committee consisting of three former directors including at least one past president will decide the matter.**

**C) RESPONSIBILITIES OF THE BOARD OF DIRECTORS: The Board of Directors is responsible for and administers the affairs of the Association between general meetings. In addition, the Board of Directors shall do the following:**

**(1) Administer the financial affairs and other business of the Association in a prudent and business-like manner;**

**(2) Have the right to fill vacancies which may occur**

**a) Among the Officers, website and newsletter editors- such appointments to be confirmed by a majority of each new board of directors;**

**b) Among the Directors between elections- such appointments to be confirmed by a majority of each new board of directors.**

**(3) Set up special committees and appoint members as it deems necessary to carry out the objectives of the Association. Each committee will provide a report to the Annual General Meeting.**

#### **D) PROVINCIAL CLUBS**

**Members of this Association in good standing may organize Provincial Non-profit Corporations under a constitution prepared by this Association. The activities of any such Provincial Corporation shall be confined solely to its own provincial interests and shall not conflict in any way with the activities of this Association. Not more than one provincial corporation in each Province shall be recognized under this Constitution. It shall be the duty of each Provincial Corporation to submit a completed report of its activities on or before January 31, of each year.**

#### **E) STANDING COMMITTEES**

**(1) Evaluation Committee**

**(a) The association shall have an evaluation committee for the sole purpose of managing all aspects of evaluations and evaluation clinics. The committee will follow the guidelines of *Special Committees* within these bylaws and the agreement referred to under Evaluations. The evaluation committee will make a report to the membership at all annual general meetings of the association.**

**(b) Evaluations:**

The Canadian Fjord Horse Association (CFHA) may promote and encourage evaluations to its members in support of the objectives of the CFHA and to members of the Norwegian Fjord Horse Association (NFHR) under the *agreement* between the two associations which was developed November, 2008. Evaluations/clinics are funded through the paid entries of each event.

**2) PEDIGREE COMMITTEE**

**(a) The Pedigree Committee shall consist of the CFHA Registrar, the Association Secretary and the General Manager of the CLRC. The duties of the committee include:**

**(i) Authorizing changes to official documents where signatures or other pertinent information is missing;**

(ii) Amending or cancelling official documents if their accuracy is questionable.

iii) Decisions of the Committee, if unanimous, are final. If not unanimous, the matter shall be submitted to the Board of Directors for a decision. All decisions of the Committee shall be incorporated into the minutes of the next Board meeting.

iv) neither the Pedigree Committee nor the Board shall authorize the registration of any animal unless it complies with the rules of eligibility as set out in the bylaws.

## **7. TERM OF OFFICE**

A) Director's complete term of office is four years after which a Director must step down for a minimum of one term.

B) To provide continuity, elections will be staggered with the election of three directors every two years.

C) No two Directors may be elected from any one immediate family in any Province.

## **8. DIRECTORS AND OFFICERS POSITIONS**

### **A) PRESIDENT**

A President will be chosen by the Directors from among themselves at their first meeting. The President will act as leader and spokesperson for the Board, preside over General Meetings and meetings of the Board of Directors. The President shall have a special duty to preserve the best interests of the Association and members at large, however he will hold no more power than any other Director. The President shall vote only in the event of a tie, except when a vote is by secret ballot.

### **B) VICE-PRESIDENT**

The Vice-President shall be elected in the same manner as the President, hold office for a similar term, and in case the President is unable to act, on account of illness or absence, shall perform all the duties of the President.

### **C) SECRETARY-TREASURER**

The Board of Directors will appoint a Secretary and a Treasurer, or a Secretary-Treasurer who will act under the control and with the approval of the Board of Directors.

(1) The duties of the Secretary will be to attend all meetings of the Association and the Board of Directors either in person or by conference call, and to keep minutes of the proceedings of same, and to do such other things as may be delegated to him by these by-laws or by the Board of Directors.

(2) The duties of the Treasurer shall be to deposit all monies received by him in a chartered bank, to the credit of this Association, and pay same out again by cheque only, countersigned by the President or other officer appointed for that purpose by the Board of Directors, or forward same to the Accountant, CLRC as hereinafter provided. The Treasurer shall deposit all securities owned by this Association in a safety deposit vault as may be approved by the Board of Directors,

and shall withdraw the same only in the presence of the President or other officer named by the Board of Directors. The Treasurer shall be bonded in such amount as may be required from time to time by the Board of Directors. The Treasurer shall keep proper books of account containing entries of all such matters or things as are usually entered in books of account, and shall furnish from time to time such statements in detail of the affairs of the Association or such other matters as may be directed by the Board of Directors.

#### **D) REGISTRAR**

The CFHA is a member of the Canadian Livestock Records Corporation. The CLRC shall assign to this Association a person to act as Registrar. The duties of the Registrar shall be similar to the duties of other Registrars in the employ of the CLRC.

#### **E) AUDITOR**

The Association shall each year appoint a competent person, who may be a member, as Auditor. The duties of the Auditor shall be to examine all books and records of the head office of the Association, vouchers for all payments, and certify the usual statements of receipts and expenditures and assets and liabilities for the year for presentation to the next Annual General Meeting.

#### **F) Personal Liability of Directors**

No director, officer or employee of an association, or other person acting on behalf of an association, is personally liable for any act done in good faith in the exercise of any of that person's powers or the performance of that person's duties and functions or for any default or neglect in good faith in the exercise of any of that person's powers or the performance of that person's duties and functions.

#### **G) REPRESENTATIVES**

The Association may decide to appoint representatives to other organizations. In such case the Board of Directors shall have the power to make the appointment.

### **9. ELECTIONS**

A) Effective December, 2011 elections will be staggered. Three Directors from the East shall be elected for a complete four year term. Three Directors from the West will be elected for a two year partial term. Thereafter, the terms for all Directors will be four years.

B) Any member in good standing who is 18 years and older may run for the position of Director provided the member is duly nominated. If a member not in good standing wishes to run, that member may do so upon paying his dues 30 days before seeking a nomination.

C) Any member in good standing who is 18 years and older may vote in the election provided that member's name appears on the membership list before the mail-out of ballots. A member, not in good standing, may vote if that member's dues are paid 30 days before the mail-out of ballots.

D) Nominations shall be in writing and signed by the nominator, two seconders, and the nominee, all of whom must be members of the CFHA and not of the immediate family of the nominee. Nominations must be in the hands of the Secretary thirty days before the mailing of voting papers; the names of all candidates will be displayed on the website and in the newsletter

before voting occurs.

E) Elections will be held at the end of the calendar year every two years through a mail-in-ballot administered by the CLRC. In order to be counted, ballots must be returned in a sealed envelope signed by the member; ballots will be opened during the month of January at the offices of the CLRC. The General Manager of the CLRC shall designate staff to overlook the counting of the ballots. The Secretary or a person agreed to by the Board of Directors may be present as a scrutineer.

F) If two or more members should receive the same number of votes, the member with seniority of continuous membership shall be elected.

G) The Secretary shall notify by email and by post each member elected to the Board.

H) Non-receipt of voting papers by a member shall not invalidate the election held as outlined above.

I) The new Board of Directors shall convene in person or by conference call within two weeks of such notification, choose its President and Vice-President and assume its duties.

## 10. MEETINGS

A) The Board of Directors shall decide the time and place of the Annual General Meeting and other general meetings of the CFHA. Members will be given at least thirty days notice by mail, and a copy of the notice will be sent to the Minister of Agriculture as well as to the General Manager, CLRC by the Secretary of the Association. The meetings will be advertised on the CFHA website and in the newsletter.

B) Directors will be given thirty days notice by email before a meeting of the Board. A meeting may be held on shorter notice provided all directors give their consent through email correspondence and that consent is recorded in the minutes of the meeting.

C) The Secretary shall call a special general meeting of the Association at the written request of at least twenty members. This meeting will have the same status as other General Meetings, with the exception of amending the by-laws of the CFHA.

D) A quorum for a General Meeting shall be ten members who are present in person or by audio and/or video conference call; a quorum for meetings of the Board of Directors shall be four Directors who are present in person or by audio and/or video conference call.

E) A copy of the minutes of all General Meetings shall be posted on the CFHA website within twenty days and included in the following newsletter. A copy of the minutes will also be sent to the Minister of Agriculture and to the General Manager, CLRC, within twenty days.

F) A copy of the minutes of all meetings of the Board of Directors shall be posted on the CFHA website within twenty days and included in the following newsletter.

G) In the event of procedural questions, Roberts Rules of Order shall be the reference (version agreed to by the Board of Directors from time to time).

## **11. ORDER OF BUSINESS**

**The order of business at all Annual and General Meetings shall be as follows:**

- (1) Identification of members present**
- (2) Reading minutes of previous meetings**
- (3) Reports from Officers, Directors and Special Committees**
- (4) Correspondence**
- (5) Business arising from minutes of previous meeting**
- (6) If Annual Meeting, report of election of Directors and other officers, and appointment of representatives**
- (7) New business**
- (8) Adjournment**

**The above order, with the exception of (1) Identification of members present, may be changed at the pleasure of the assembled meeting.**

## **12. AUDIT AND ANNUAL REPORT**

**A) The Board of Directors shall submit a complete report of its actions and of the affairs of the Association at each Annual General Meeting. The Board of Directors shall present a detailed statement, duly audited, of the receipts and expenditures of the preceding year and of the assets and liabilities of the Association.**

**B) A copy of this report, the names of the officers elected and the names of the representatives to the CLRC Board shall be sent to the Minister of Agriculture for Canada and to the General Manager of the CLRC within twenty days after the Annual Meetings. A copy of the Annual Report will be available on the website and shall be mailed to each member in good standing upon request.**

## **13. EXPENSES, INCOME AND PROPERTY**

**The income and property of the Association shall be used solely to pursue the objectives of the Association, to pay for services rendered as well as for reasonable expenses of the Directors or their officers, incurred doing the work of the Association. It shall not be used to pay directly or indirectly members of the Association, past, present or future.**

## **14. BOOKS**

**A) A REGISTER**

**A Register shall be kept at the office of the CLRC. This Register shall be known as the Canadian Fjord Horse Stud Book and shall be published by the CLRC at such time and in such form as decided by the Board of Directors. A copy of the Canadian Fjord Horse Stud Book published during any year shall be available to members of the Association in good standing at the time the volume is issued at a price set by the Board of Directors.**

#### **B) ARTICLES OF INCORPORATION**

**Articles of Incorporation of the Association are to be kept on file by the Secretary or Secretary-Treasurer of the Association and by the office of the CLRC.**

### **15. AMENDMENTS**

**A) These bylaws may be amended at any Annual Meeting of the Association, by the affirmative vote of two-thirds of the members present, but no amendment shall be valid until approved by the Minister of Agriculture for Canada and filed at the Department of Agriculture and Agri-Food Canada.**

**B) Notice of all proposed amendments shall be in writing and signed by two members in good standing and given to the Secretary sixty days in advance of the Annual General Meeting. The proposed amendments shall be included in the notice calling the Annual General Meeting or, if the amendments are proposed by the Board of Directors, 45 days in advance of the Annual General Meeting, otherwise the amendments shall not be voted upon at the meeting.**

#### **C) Amendments of Articles of Incorporation (As per Animal Pedigree Act Section 20, 2, C. 2 D)**

**(1) To amend Articles of Incorporation, the Association must make an application for that purpose by submitting Articles of Amendment to the Minister.**

**(2) Articles of Amendment must contain a statutory declaration attesting that the members of the Association have been consulted in writing in the prescribed manner in the relation to the proposed amendment, that twenty-five percent or more of the members have responded in writing to the consultation and that at least two-thirds of the members who responded have approved the proposed amendment and be submitted in triplicate in the prescribed manner.**

#### **D) Amalgamations (As per Animal Pedigree Act Section 25. 2d, 2e.)**

**(1) Two or more Associations that desire to amalgamate and continue as one Association may make an application for that purpose by submitting articles of Amalgamation to the Minister. Articles of Amalgamation must contain a statutory declaration attesting that the members of each of the Associations that desire to amalgamate have been consulted in writing in the prescribed manner in relation to the proposed amalgamation and that, with respect to each association, twenty-five percent or more of the members have responded in writing to the consultation and that at least two-thirds of the members who responded have approved the proposed amalgamation and be submitted in triplicate in the prescribed manner**

#### **E) Dissolution (As per Animal Pedigree Act, Section 58.1e, and 58.3)**

**(1) The Association may petition the Minister to declare the corporate powers of the Association**

to be terminated supported by a resolution to that effect passed by at least two-thirds of the members of the Association.

## **16. CORPORATE SEAL**

The seal as stamped in the margin hereof shall be the corporate seal of the Association.

## **17. REGISTRATION OF PEDIGREES**

**A) The CLRC shall register Norwegian Fjord Horses, record transfers of ownership, keep pedigrees and provide certificates of registration for all eligible animals on behalf of the CFHA. All documents and certificates shall be in a form designated by the CFHA.**

### **B) Recognized Foreign Registries**

The Board of Directors of the CFHA may recognize centralized foreign Norwegian Fjord Registries from time to time. Such registries must be governed by established by-laws and rules that are enforced. Their definitions of purebred and breed standards must meet or exceed those of the CFHA.

### **C) Breed Standard**

**(1) The five accepted colours are brown dun, white dun, grey dun, red dun and yellow dun.**

**(2) The Fjord Horse retains primitive markings which include a full length dark dorsal stripe that runs from head to tail. Zebra markings on the legs are common and other mottling or feathering can be present on the face and body. The outer hairs of the mane are white while the centre hair is dark. The ears have dark colouring on the their tips.**

**(3) The yellow or red dun Fjord Horse may have faint markings.**

**(4) White markings are unacceptable in stallions. Only a small star is permitted for mares and shall be noted on the Certificate of Registration. A geldings may be registered with a small white star on the face and small white markings on the legs, including on hooves, and these white markings shall be noted on the Certificate of Registration. Other white markings are not acceptable.**

## **18. RULES OF ELIGIBILITY**

**A) A Norwegian Fjord Horse is eligible for registration in the Canadian Fjord Horse Registry if:**

**(1) The sire and dam are registered in the CFHA Stud Book, or in a recognized foreign Norwegian Fjord Registry and a three generation pedigree has been supplied to the CFHA Registrar;**

**(2) It is purebred and conforms to Norwegian Fjord breed standard as outlined above;**

**(3) Effective August, 2011, the animal is not inbred. Inbred, and therefore not eligible for registration, is defined for the purposes of this constitution, as an animal which does not have any registration numbers that are the same in its past three generations.**

**(4) It is microchipped.**

**(5) The DNA profile of the sire and dam are on file with the CFHA registry**

**B) The registration of any horse produced by cloning, gene splicing or manipulation of the equine genome by techniques of genetic engineering is not permitted.**

**C) Rules of Artificial Insemination and Embryo Transplant**

**The CFHA recognizes and approves the use of Artificial Insemination (AI) and Embryo Transplant (ET) provided the following criteria are met:**

**(1) Registration of Animals: In order to register animals conceived in Canada by artificial insemination, the sire and the dam must be Canadian registered except where semen is imported. All other regulations pertaining to eligibility shall apply.**

**(2) Artificial insemination within a herd: When a breeder inseminates or supervises the insemination of mares with semen from a stallion owned by him, no special permission is required. However, such inseminations shall be noted on the Application for Registration of the offspring, or the Application for Transfer of Ownership of a mare which has been inseminated. All other regulations pertaining to eligibility shall apply.**

**(3) Artificial Insemination between herds: When the stallion owner is not the owner of the mares intended for insemination, he shall complete an Application for Transfer of Semen, supplied by the CFHA Registrar, recording the number of units transferred and the number of progeny approved for registration as the result of the use of such semen. The Application for Transfer of Semen shall be forwarded to the Registrar with the prescribed fee. A copy of the DNA profile of the sire, dam and a DNA report showing parental verification of offspring must be filed with the Registrar prior to registration of the foal. All other regulations pertaining to eligibility shall apply.**

**D) An AI Service Certificate from the CFHA Registry shall in no way be a guarantee of conception, or eligibility for registration of any resulting foal. Fees paid to the registry for an AI Service Certificate are non-refundable.**

**E) Importation of Semen; Imported semen must be accompanied by a copy of the stallion's Certificate of Registration issued by a recognized foreign Norwegian Fjord registry showing the ownership of the stallion at the time semen was produced. A copy of a DNA report suitable for parental verification must be presented to the CFHA Registrar prior to registration of any offspring.**

**F) It is the responsibility of the importer to ensure compliance with all health regulations and with any and all import regulations of Canada.**

**G) Exportation of Semen: When semen is shipped for export, it is the responsibility of the exporter to ensure compliance with the health regulations of the importing country and with regulations of the foreign purebred Norwegian Fjord registry in the importing country.**

**H) Embryo Transplants:** Anyone intending to register Norwegian Fjord foals that are the result of embryo transplant must submit the following information to the CFHA Registrar:

- (1) Notification of procedure prior to transplant.**
- (2) Names and registration numbers of sire and dam.**

**I) Transfers of Embryos:** Applications for the transfer of embryos are to be handled in the same manner as applications for the transfer of semen.

**J) Registration of Animals:** A copy of the DNA profile of the sire and dam and a DNA report showing verification of parentage of the offspring must be filed with the CFHA Registry prior to registration of said offspring. All other rules of registration apply.

**K) Frozen Embryos:** Frozen embryos must be recorded with the CFHA Registry stating the name and registration number of the donor mare, the name and registration number of the sire, the date flushed and frozen, and information on where they are stored.

**L) Pedigree:** The pedigree of all animals born from the result of embryo transplant shall have the letters ET at the end of their names.

**M) Death of Stallions Used Artificially:** Foals conceived after the death of a stallion shall be eligible for registration under the same conditions and provisions in place immediately before his death with the following additional requirements.

**(1) The stallion's owner shall report within 90 days in writing to the CFHA Registry the date of death and the number of insemination units in storage from the stallion at the time of death and the location where such semen is stored. No time limit is imposed on the use of semen after the stallion's death, providing the stallion met the regulation for registration of foals via frozen or liquid semen.**

**(2) Failure on the part of the owner to notify the Registrar in writing within 90 days of a stallion's death shall invalidate an application for registration of foals conceived after the death of said stallion.**

## **19. REGISTRATION PROCEDURES**

**A) Registration Application forms shall be obtained from the CFHA Registrar at the CLRC.**

**B) Registration of Canadian born animals in all cases will be made in the name of the registered owner or lessee of the dam at the time of birth of the foal. If a change of ownership takes place after birth, the usual transfer shall be filed and applicable fees paid.**

**C) The application shall be accompanied by a DNA profile of the sire and dam if not already on file with the CFHA registry.**

**(1) DNA typing shall be by the following process. A DNA typing kit shall be obtained from the Registrar after payment of the application fee. The completed kit shall be mailed to a blood-typing lab approved by the CFHA Board of Directors.**

**D) Except in the case of a foal produced by artificial insemination, the Registrar will request DNA testing to verify parentage of every tenth application received for registration, costs to be paid by the CFHA.**

**E) Twin animals must be registered at the same time providing both are living. If one is dead, this must be so stated and the sex of the dead animal given.**

**F) Application for Registration may be refused where the private records or identification system as practised by a breeder are in such state of confusion as to raise a doubt as to the identity of any animal.**

**G) Application for Registration of an animal from a recognized foreign registry must be accompanied by a Certificate of Registration from the country of origin. If the animal is in foal, a certificate must be furnished, signed by the owner of the service sire, and certified by the registry of the country of origin, in order to register the resulting foal.**

## **20. IDENTIFICATION**

**A) All Norwegian Fjord Horses registered in the CFHA Registry shall be microchip implanted for identification purposes. The implantation must be done by a veterinarian who shall sign and submit required documentation to the CFHA Registrar.**

**B) All Norwegian Fjord Horses registered with the CFHA registry shall have the placement of hair whorls recorded on their registration papers as a means of identification.**

## **22: REGISTRATION OF NAMES**

**A) A breeder may register for his exclusive use a name to be used as a prefix or suffix in naming animals born on his property.**

**B) A particular name will be allowed to one breeder only, and in registering such names, priority in use and in application for registration shall be considered.**

**C) Names shall not contain more than thirty letter spaces or characters including numerals.**

**D) The name of an animal shall not be changed after it has been registered thirty days.**

**E) Any imported animal shall be registered using its original name from its country of origin.**

**F) Duplicate names must be avoided.**

## **23. TRANSFERS AND DUPLICATE CERTIFICATES**

**A) Application for Transfer of Ownership must be made to the CLRC on forms supplied by them, and must meet all CLRC requirements.**

**B) A Duplicate Certificate may be issued if the registered owner or his authorized agent files a witnessed declaration on a form supplied by the CLRC, showing in a satisfactory manner that the original is lost, destroyed or unobtainable.**

#### **24. PRIVATE BREEDING RECORDS**

**Each breeder shall keep a complete private record of his breeding operations. It shall be open at all times to the inspection of officials of this Association, officials of the Department of Agriculture and Agri-food Canada as well as officials of the CLRC.**

#### **25: DEATH OF AN ANIMAL**

**The CFHA Registry requires that the Registrar be notified in writing in the event of the death of a Norwegian Fjord Horse in order that the registration records remain up-to-date.**

#### **26. REGISTRATION AND MEMBERSHIP FEES**

**A) All fees shall be made payable to the CLRC and forwarded by money order or certified cheque to Ottawa, Canada, and they shall forthwith be deposited by the Registrar to the credit of the Association in a chartered bank selected by the Record Committee of the CLRC Board.**

**B) In case membership fees to the Association are received by the Treasurer of this Association, they shall immediately be forwarded to the CLRC, Ottawa, for deposit.**

#### **27. ANNUAL FEE SCHEDULE**

**Annual Fee Schedules shall be proposed by the Board of Directors and approved by majority vote at the Annual General Meeting of the Association.**

#### **28. SUSPENSIONS - DEFINITIONS\_**

##### **A) Suspended Members:**

**A Suspended Member is one who has been deprived of the privileges of the Association automatically or by decision of the Board of Directors for a stated period or until such time as the requirements of the Board of Directors have been complied with, or one who has been placed on probation by the Record Committee.**

##### **B) Suspended Registrations:**

**A Suspended Registration is a registration of pedigree or transfer that has been placed under suspension by the Board of Directors or by the CLRC on account of some irregularity; such suspension to remain until same has been lifted by a resolution of the Directors of this Association.**

#### **29. EXPULSION - DEFINITION\_**

**Expulsion means being deprived of the privileges of the Association indefinitely or for such period of time as may be determined by the Board of Directors.**

### **30. NON-MEMBERS**

**Any person, not a member of this Association, registering or transferring horses on the record of the Association shall be subject to the same rules and regulations as a member except as otherwise specifically provided for.**

### **31. OFFENSES AND PENALTIES**

**A) Any member who violates any rule or regulation of this Constitution automatically suspends himself from making further registration or transfer.**

**B) Registration or transfer of ownership of an animal is made on the understanding that the particulars given on the application are correct. If it is subsequently discovered that the particulars given are incorrect or fraudulent, the registration or transfer shall be suspended by the CLRC and canceled by this Association. Pedigrees recorded incorrectly may be canceled and re-recorded by the owner or by the CLRC at the expense of the original applicant, but it is understood that neither this Association nor the CLRC shall be held responsible for any loss or damage that may be sustained through suspension, cancellation or correction of any registration or transfer.**

**C) When as the result of an inspection of the manner in which private records are being kept and identification practiced by any breeder, it is shown that the regulations in that regard as laid down herein are not being observed, the Board of Directors may immediately suspend or expel such breeder, and further registrations and transfers may be refused, and if such inspection should indicate that the private records and identification system as practiced by such breeder are in such state of confusion as to raise a doubt as to the identity of any number or all of the animals in the herd, the Board of Directors may suspend the pedigrees of any number or all livestock standing in the name of such breeder.**

**D) It is the responsibility of Norwegian Fjord Horse breeders to ensure they know and abide by the laws set forth by the Animal Pedigree Act of Agriculture and Agri-Food Canada.**

### **32. SINGULAR AND PLURAL DEFINITION**

**Wherever the context permits in this Constitution, the singular shall include the plural and the masculine shall include the feminine and the neuter.**

### **33. REPEAL**

**The bylaws of this Association and amendments presently in effect, are hereby repealed.**