

# **REVISED TIDEWATER HORSE COUNCIL BY-LAWS**

## **ARTICLE 1 - NAME**

The name of this organization shall be the Tidewater Horse Council (THC).

## **ARTICLE II - PURPOSE**

THC is an organization which progressively develops the well-rounded horseperson while promoting owner responsibility, safety, horse management and all styles of riding.

## **ARTICLE III - OBJECTIVES**

The objectives of the THC are:

- (a) Identify community problems, issues and concerns which THC can and should address, and prioritize according to the need and available resources;
- (b) Assess and implement horse related programs; activities and other educational programs for the horse owner and enthusiast;
- (c) Identify other horse organizations/clubs that are concerned and working with some of the same identified needs and look for opportunities for cooperation and collaboration;
- (d) Design and implement an annual program plan for club members and other equestrians;
- (e) Further horse and rider safety issues;
- (f) Be an advocate for the horse community and industry;
- (g) Promote good sportsmanship in all horse activities.

## **ARTICLE IV - MEMBERSHIP**

**Section 1.** THC membership shall be open to all horse owners, enthusiasts and industry representatives.

**Section 2.** There shall be two (2) types of memberships - Individual and Family.

**Section 3.** A Family membership is defined as immediate family members only.

**Section 4.** Any member acting in a manner contrary to the purpose of THC whose conduct or actions compromises THC's ability to advance its mission and foster a healthy public image will be addressed by disciplinary action against the member who has been determined to be culpable of such behavior. Disciplinary action to be defined as the member's privilege of membership to be suspended, based on the degree of the offense, or terminated. If a member feels that a transgression has been made against THC, the member would need to submit a complaint, in writing, to an officer within 7 days of the incident for the Executive Board to be able to act on the matter. Notice of a special meeting, in writing, shall be given to the Executive Board members and the member who is subject to the proposed action at least 10 days prior to the meeting. Action shall be determined by a majority vote of the Executive Board members present at the meeting to include a minimum of four officers and three committee chairpersons.

## **ARTICLE V - OFFICERS**

**Section 1.** The officers of the THC shall be President, Vice-president, Secretary, and Treasurer.

**Section 2.** Terms of Office. The officers shall be elected by the THC membership for terms of one

year. Each Officer may be elected for consecutive terms to the same office.

**Section 3. Duties of the Officers:**

(a) The President shall preside at all meetings of THC and the Board of Directors; shall appoint all committee chairmen except the Nominating Committee for the furtherance of Council projects and shall be an ex-officio member of all committees except the Nominating Committee; represent THC at other functions where representation is required; sign all official documents and perform all other duties incident to this office.

(b) The Vice-president shall perform the duties of the President in the absence or incapacity of the president. The Vice-president shall serve as Program Chairman.

(c) The Secretary shall keep an accurate record of THC activities and attendance at meetings; shall serve as Membership Chairman and keep a roster of the membership, maintain a file of essential records including a history of any action taken; shall be responsible for the correspondence of THC; shall prepare and keep a listing of all chairs and members of special and standing committees. She shall transfer all records to her successor at the close of her term of office.

(d) The Treasurer shall keep all financial records of THC and perform all required financial functions. She shall transfer all records to her successor at the close of her

term of office.

## **ARTICLE VI - EXECUTIVE BOARD**

The Executive Board of no less than five (5) members shall be comprised of the Officers, Immediate Past President and Standing Committee Chairmen and shall conduct business requiring immediate action between regular meetings. A fifth member shall be elected from the membership if necessary.

## **ARTICLE VII - ELECTIONS**

**Section 1.** Elections of officers shall be held every year at the November meeting. The terms shall be for one (1) year.

**Section 2.** The election procedure shall be as follows:

(a) A nominating committee of three (3) members shall be elected at the September meeting. This committee shall recommend candidates for each office after having acquainted the nominees with the responsibilities of the offices and securing their willingness to serve. The candidates list will be published in the October newsletter.

(b) Additional nominations may be made from the floor at the November meeting.

(c) The officers shall be elected by a majority of the membership present at the November meeting singularly (one office at a time) unless the entire proposed slate is running unopposed.

(d) Incoming officers shall assume their new duties at the adjournment of the December

meeting.

(e) In case of a vacancy in the office of President, the Vice-president shall accede to the office of President and shall serve until the close of that administration.

(f) Vacancies in other offices shall be filled by a special election.

## **ARTICLE VIII - FINANCES**

**Section 1.** The functioning of THC shall be supported by dues, contributions and fund-raising activities. The annual membership dues shall be \$15.00 for an Individual membership, and \$20.00 for Family membership. Dues are payable by the January meeting. Continued membership shall be contingent upon payment of annual dues. Members joining after October 1<sup>st</sup> shall be considered as paid in full for the following year. New members joining after 30 June shall pay half the annual dues.

**Section 2.** The Treasurer's Books shall be audited at the close of each administration. The President shall appoint a committee of three (3) at the January meeting to serve as auditors. The auditors' report shall be read at the February meeting and published in the newsletter.

**Section 3.** The Budget Committee, comprised of the President, Vice-President and Treasurer shall prepare and present for adoption a budget for the following year at the January meeting. The adoption of this budget shall be the authorization for the expenditure of funds detailed therein. The Budget Committee has the authority to approve expenditures up to \$50.00 without a vote of the membership.

**Section 4.** In the event of the dissolution of THC, one-half of the surplus funds or other assets shall be distributed to any non-profit horse organization(s) and one-half to Virginia Horse Council

## **ARTICLE IX - MEETINGS**

**Section 1.** An annual meeting of the membership shall be held during the month of November for the purpose of electing the slate of officers.

**Section 2.** Regular meetings of the Council shall be at least bi-monthly: January, March, May, July, September and November. The Executive Board shall meet as needed to conduct business requiring immediate attention.

**Section 3.** A quorum shall consist of two (2) officers and the membership present for the transaction of business.

**Section 4.** Each Individual member shall be entitled to one vote. Each adult Family member over the age of 18 shall be entitled to one vote.

## **ARTICLE X - COMMITTEES**

THC shall consist of the following standing committees appointed for a one (1) year term: Budget, Program, Legislative Liaison, Membership and Publications. Other committees shall be appointed as deemed necessary.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Tidewater Horse Council shall conduct its affairs following “*Robert’s Rules of Order, Newly Revised.*”

## **ARTICLE XII - AMENDMENTS**

Amendments to the By-laws may be made at any regular meeting by a two-thirds vote of those members present and provided the proposed amendment was submitted in writing to the membership at least ten (10) days prior to the date of the meeting.