



EVERGREEN MINIATURE HORSE CLUB BYLAWS

(Updated November 2018)

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ARTICLE I - NAME

The name of this organization shall be Evergreen Miniature Horse Club (EMHC).

ARTICLE II ORGANIZATIONAL STRUCTURE AND PLACE OF BUSINESS

The Evergreen Miniature Horse Club shall at all times remain, be operated and conducted as a non-profit corporation in the State of Washington. The Organization shall run in accordance with the laws of the United States of America and of the State of Washington providing for such organizations and by which it shall acquire all rights as granted to organizations of this kind.

ARTICLE III PURPOSE, OBJECTIVES AND DIRECTIVES

Section 1 - Purpose

Evergreen Miniature Horse Club was formed for the purpose of socially interacting with fellow members and for our love of miniature horses.

Section 2 - Objectives

The objectives of the Club are:

- To provide education to members and the public about the health and welfare of all horses.
- To share an interest in enjoying, breeding and showing horses.
- To provide information about the miniature horse and pony industry.

Section 3 - Directives

Our directive is to represent ASPC/AMHR by promoting and demonstrating their standards and values.

ARTICLE IV - BYLAWS

The EMHC membership and Board of Directors shall adopt Bylaws for the purpose of regulating and transacting the business of the Club, as the same may be necessary and advisable from time to time, as provided by these Articles and the laws of the State of Washington. Any such Bylaw may be amended or repealed by the membership, or a majority vote of the those present and voting at any general or special membership meeting. Any Bylaws existing at the time of adoption of these or Articles under amendment shall remain in full force and in effect until the same shall have been changed or amended by action of the membership and Board of Directors under the guidelines set forth for such action.

Section 1 - Amendments to the Bylaws

These Articles may be amended at a general or special meeting of the members by simple Majority vote or by any other allowed and approved form of voting method as written under these Articles. Written notice must be given not later than thirty (30) days prior to the meeting when said changes are to be voted on and the proposed changes must be sent to the members with this prior notice.

Section 2 - Acceptable Written Notice

Acceptable written notice shall be as described under the Articles of these Bylaws addressing meeting notices.

ARTICLE V - MEMBERSHIP

Evergreen Miniature Horse Club will not deny membership due to race, color, national origin, sex, political beliefs, mental or physical disabilities. Members agree to abide by the Bylaws, conduct themselves in a respectful manner toward others at the club meetings and functions, display and promote good sportsmanship at all times. Members in good standing will not abuse any animal or person while at a club function or event or be convicted of animal abuse in a court of law.

Membership is open to those who subscribe to the purpose, complete a membership application and pay annual dues. The Board of Directors shall review all applications prior to approval for membership. A family membership shall include two adult members in the same household (may include a married couple, mother/daughter/son/father) and children who are 17 years old and under who are in some way related to one of the two eligible adult members, this includes grandchildren, foster and stepchildren, nieces and nephews.

Section 1 - Membership Year

The membership year is from January 1st through December 31st.

All dues and fees shall be established and set from time to time by the Board of Directors and voted upon by the membership. Annual amounts shall not be prorated and members who are renewing their membership will be responsible for paying the required annual dues to the club treasurer prior to December 31st of each year. All new members will be provided a copy of the club Bylaws. A membership in this organization is not transferable or assignable. Failure to make the payment of annual dues shall signify termination of membership. The interest of any member in the property or monies of this organization shall cease with the termination of his/her membership.

Section 2 - Membership Rights

Members in good standing will have equal rights and responsibilities with respect to the club. A member in good standing is one who abides by Bylaws of the club and is current in all dues and assessments. Each shall have the right to attend meetings and club activities, have floor privileges, hold office or committee assignments, vote in club elections, and vote on changes to the Bylaws and other matters presented to the membership. In all matters governed by a vote of the members, family memberships that include a spouse or partner will have a maximum of 2 votes. Children and "youth" members will have no vote.

Section 3 - Youth Members

Youth Membership is for any individual who has not attained eighteen years of age as of December 1st of the current competition year. Youth membership is offered at no charge with a family membership as established by the Board of Directors. Yearly renewal will be required and a Youth must have a one time sponsor at the time of his/her original application. A Youth member shall not be entitled to vote or hold office and the word "Youth" shall appear on any membership card evidencing Youth Membership.

A Youth outside of a family membership may be sponsored by a member in good standings.

Section 4 - Termination of Membership

Members not in good standing will be denied participation in club activities and events including the open show EMHC sponsors.

Membership of any member of the club may be terminated for failure to abide by the current By laws or for any other conduct contrary to the best interest of the club as determined by the Board of Directors. The decision to terminate membership will be made by a majority vote (1/2 plus 1) of the Board of Directors. The reasons for the termination will be given to the member in writing and an opportunity given for defense.

ARTICLE VI - RECORD KEEPING

ARTICLE VII - MEETINGS

Section 1 - General Membership Meetings

Evergreen Miniature Horse Club will have monthly meetings October through April unless the majority of members have voted to cancel the next scheduled monthly meeting. All members shall be notified and may have a voice and participate at the meetings. All meetings to be conducted using Robert's Rules of Order.

Section 2 - Board of Directors

The Board of Directors may hold monthly meetings to conduct the business of the club if needed.

Section 3 - Special Membership Meetings

The President may call special meetings of the Board or General Membership Meetings. A special meeting may also be called at the written request of three (3) members of the Board of Directors. No business other than that for which a special meeting is called shall be transacted except by majority consent of the Board of Directors.

Section 4 - Notice of Meetings

Written notice stating the place, date and hour of any meeting of the members may be given by the mailing of such notice by way of regular, first class mail, by bulk mail, e-mail, [internet](#) or, if the Corporation shall publish a magazine or other regularly issued publication, printed notice therein shall be sufficient to give notice of any monthly, annual or special meeting.

Section 5 - Quorum

The President may call special meetings of the Board/or General Membership Meetings shall constitute a quorum for the traction of business, provided that if less than a majority of the Board members are present at such a meeting a majority of the Board present may adjourn the meeting to another time without further notice. They may also continue the meeting, however, they cannot vote on action items.

Section 6 - Roll Call Vote

If there is a need to conduct club business, the President may take a roll call vote by e-mail or telephone. There must be clarification with written documentation as a follow-up.

ARTICLE VIII - ELECTIVE POSITIONS

Section 1 - The Board of Directors

The Board of Directors shall consist of a President, a Vice President, a Secretary, a Treasurer, and three (3) Directors. The Board of Directors members will be elected from the membership by a simple majority vote taken from the members present at the general meeting in November. The elected Board of Directors members will take office on January 1st of the following year.

Section 2 - Eligibility for an Elective Position

Only members in good standing shall be eligible for elective positions and offices within Evergreen Miniature Horse Club and cannot hold an office in another horse club.

Section 3 - Elected Officers for Board of Directors

Elected officers of the Evergreen Miniature Horse Club shall be President, Vice President, Secretary, Treasurer, and three (3) Directors. The Directors shall consist of: 1) AMHR Director; 2) Youth Director; and 3) Amateur Director. The length of term for President and Treasurer shall be two (2) years. The length of term for the Vice President and Secretary shall be two (2) years. The length of term for the Directors for 1) AMHR Director and Amateur Director shall be one (1) year. The length of term for the Director for Youth Director shall be two (2) years.

Section 4 - Officers (Length of Term)

The Officers of the Evergreen Miniature Horse Club will be elected on a rotation basis with President and Secretary elected at the same time; Vice President and Treasurer to be elected the following year. The Officers shall be chosen from the voting membership and by ballot as prescribed in these Bylaws for a term of two (2) years, and may serve only for two consecutive terms unless no member is found to oppose them.

Section 4 - Nominations and Elections

- a. Nominations may originate via e-mail or by mail from the general membership.
- b. Candidates for office should be present at the general meeting or have submitted in writing their request to the Board of Directors should they not be able to attend the general meeting.
- c. All nominees shall be in good standing with the Evergreen Miniature Horse Club at the time of election.

Section 5 - Vacancies In Office

- a. Presidency: If the Presidency is vacated, the Vice President of the club shall become President. The club shall fill the vacancy of Vice-President at the next regular meeting. The date, time and place of meeting shall be published in the club's newsletter.
- b. In the event of a dual vacancy of the President and Vice President, the remaining Board of Director's shall appoint a President to serve the remaining term. Such appointment will be confirmed by vote at the next general membership meeting. The date, time and place of meeting shall be published in the club's newsletter. Further nominations from the floor or via e-mail to the Nominations/Election Committee shall be in order.
- c. Other: When any Board of Director's or Director's position is vacated, the Board shall appoint from the membership a person to fill the position for duration of the original term of office. Such appointments shall be confirmed by vote of the membership at the next general membership meeting with the possibility of the nomination of other candidates from the floor.

ARTICLE IX - DUTIES OF OFFICERS

Section 1 - The President Shall:

- a. Be the principal officer of the club with a working knowledge of the club Bylaws and Roberts Rules of Order.
- b. Preside at meetings of the Evergreen Miniature Horse Club.
- c. Communicate to the membership or the Board of Director's any opinions, ideas, or concerns in regard to the welfare of the Evergreen Miniature Horse Club and to the club members.
- d. Appoint the chairperson of each standing and special committees.
- e. Perform such other duties as the Board of Director's may describe needed to the office of President.

Section 2 - The Vice President Shall:

- a. In the absence of the President, the Vice President shall have the powers and shall perform the duties of the President.
- b. In the event of vacancy of the President's office due to prolonged illness, death, or resignation, the Vice President automatically assumes the office of President.
- c. Become familiar with these bylaws and Robert's Rules of Order.
- d. The Vice President shall preside over the Show Committee.

Section 3 - The Secretary Shall:

- a. Keep the minutes of all meetings of the membership and the Board of Director's.
- b. Prepare a report of the meeting in a timely fashion such that it will be included in the next edition of the club newsletter.
- c. Report at the next scheduled meeting the activities and proceedings of each previous meeting.
- d. Keep a record of the membership, addresses and phone numbers and keep it current.
- e. Keep an updated record of e-mail addresses.
- f. Club insurance.
- g. Correspondence with AMHR/ASPC.
- h. Perform other duties as needed or assigned by the President.

Section 4 - The Treasurer Shall:

- a. Receive all monies belonging to the Evergreen Miniature Horse Club.
- b. Deposit all organization monies in a bank checking and/or savings account(s) selected by the Board of Director's in a timely manner, and no later than ten (10) days after receipt of the deposit.
- c. Provide the selected bank with a signature card authorizing checking and savings account drafts to be signed by two joint signatures, authorized signatures being President or Vice President and Treasurer.
- d. Assist the Audit Committee with the annual audit of the accounting records.
- e. Be prepared to present the current financial situation of the organization at each General, Special, and Board of Director's meeting and as necessary at committee meetings.
- f. Maintain an orderly file of vouchers, accounting records of receipts and disbursements as directed by the Board of Director's.
- g. Disburse the organizations funds as ordered by the President or the Board of Director's. A written check request to the Treasurer is necessary to disburse fund.

- h. Must present the current financial situation of the Evergreen Miniature Horse Club to the general membership upon request, and at all General Membership Meetings.
- i. Provide a detailed Balance Sheet and an Income and Expense Report on the financial state of affairs of the organization. The format of the Balance Sheet and the Income and Expense Report are provided in the current Rules and Regulations.
- j. Assist the professional, independent auditor with an audit every two (2) years as directed by the Board of Directors.

Section 5 - Directors

- a. There will be three (3) Directors elected to office. The first will be a representative for AMHR horses. The second will be a representative for Youth Members. The third will be representative for Amateur members.
- b. The Directors will oversee all committees decisions and offer input.
- c. The Directors will be available for members who have comments or suggestions regarding the Evergreen Miniature Horse Club, and will bring any comments or suggestions to the attention of the other members of the Board of Director's.
- d. Directors shall be elected for a period of three (3) years. The first year one (1) director shall be elected for a period of three (3) years, one (1) director shall be elected for a period of two (2) years and one (1) director shall be elected for a period of one (1) year. Each succeeding year one(1) director shall be elected for a three (3) year term.
- e. There shall be an uneven number of voting Board members at all times. Should Honorary Directors be appointed, these members may be deemed voting or non-voting by the decision of the Board of Director's in order to maintain an uneven number of Board members.

ARTICLE X - BOARD OF DIRECTORS

Section 1 - Disability of Officers:

- a. In the event that any officer shall be absent or become incapacitated or be unable to perform the duties of his/her office for any other reason, the Board of Director's shall be empowered to delegate all or part of his/her duties to another officer until such time as the absent or incapacitated officer shall be able to resume the performance of his/her duties.

Section 2 - Recall

A Board of Director member may be recalled by a two-thirds majority vote of the voting members registered at a general or special membership meeting.

Section 3 - Contracts

Written permission pertaining to Evergreen Miniature Horse Club business shall be executed on behalf of the organization by the President, Vice President or such other Person authorized by the Board of Directors.

XI - VOTING

Section 1 - Voting

In all matters governed by a vote of the members, each member eighteen (18) years of age or older and in good standing shall be entitled to vote except a family membership entitles a maximum of two votes per family. Absentee or a vote by proxy are not allowed in any meeting of this organization - Evergreen Miniature Horse Club.

A. The President, Vice President, Secretary, and Treasurer shall be elected as follows:

1. A slate of candidates shall be prepared by the Nominating/Elections Committee no later than November 1st.
2. In the event there is only one candidate for each of the positions, a ballot will not be taken at the November general meeting. The President shall declare the three candidates are duly elected for the specified term of office.
3. If there is more than one candidate for any of the positions, a ballot will be issued at the November general meeting. Each candidate may give a brief speech pertaining to the office he/she is nominated for. Ballots will be tabulated at the meeting by two (2) members of Nominating/Elections Committee with the results announced at this meeting.

ARTICLE XII - STANDING COMMITTEES

Each EMHC standing committee shall have descriptions, independent guidelines, and an outline of duties and responsibilities. These may be amended from time to time as needed by recommendations from the Committee or by the Board. The BOD is responsible for creating, maintaining and implementing Committee guidelines.

The Standing Committees of EMHC shall be:

- A. Bylaws, Rules & Regulations
- B. Finance & Budgets
- C. Audit
- D. Show
 - a. Futurity
 - b. Show and Year End Awards
- E. Education
- F. Youth Events
- G. Newsletter
- H. Website
- I. Marketing, Publicity and Publications
 - a. Fundraising & Sponsorships
- J. Meetings & Banquets
- K. Administrator/Historian

Section 1 - General Procedure

- A. The President will solicit all members to volunteer for each of the committees. The communication will list the committees to be filled and ask interested members to respond back to the President.
- B. The President will make the appointments of the Chair from among those who volunteer. If there are no volunteers, the President will solicit qualified members.

- C. The appointed Chair and the other Club members who expressed interest shall constitute the Committee subject to limitations of numbers stated elsewhere in these Bylaws.
- D. The President will appoint a Board member as Liaison to each committee.
- E. All committee appointments will be published in the newsletter.
- F. All Committee Chairs are required to keep minutes of all meetings, and submit copies to the club Secretary.
- G. These committees shall submit a tentative budget for the ensuing year to the Finance Chair upon request.
- H. A Committee Chair may be removed by a majority vote of the Board of Directors. The Chair, with agreement from their Board Liaison, may remove any committee member if they are not contributing positively to the committee.

Section 1 - Bylaws Committee

Shall have a working knowledge of the Evergreen Miniature Horse Club Bylaws and shall alert the President of potential Bylaw problem or outdated areas.
 Shall make recommendations for all bylaw amendments and to present said Bylaw changes to the BOD and membership per the guidelines set forth for such changes, additions or amendments for propose revisions and consideration.
 Shall be responsible for maintaining a file of the current EMHC Rules and Regulations and recommending proposed changes as necessary.
 Shall keep current of new rule changes from ASPC/AMHR and to inform the membership of new rule changes.

Section 2 - Finance and Budgets

Shall request and review Committee budget projections and report cumulative Information to the Board upon request and to the General Membership as appropriate.
 Shall review major changes to revenue flow or expenses to the Board of Directors.

Section 3 - Audit Committee

The Audit Committee shall consist of three (3) members. With input from the Treasurer, the committee shall properly audit the books, records and receipts of the Treasurer Every two (2) years, and do a financial record review annually.
 The Audit Committee shall certify with their signatures in the books that the books and records were found correct.

Section 4 - Show Committee

The Show Committee shall consist of four (4) or more members, one of which shall Board of Director as assigned by the President. This Committee shall be responsible for the development and over-all operation of the EMHC shows, with approval by the Board of Directors, and according to the duties and responsibilities outlined by the Board of Directors.

The Chair will appoint volunteers to oversee these necessary tasks:

- A. Futurity
- B. Year End Awards
- C. Trophies and Ribbons
- D. Barn Manager, Gate Manager, RV Parking, Performance Courses, Steward Assistant, Arena Decorations, Raffle Committee, and Hospitality.

Section 5 - Education Committee

The Education Committee shall recommend educational activities and clinics on subjects such as health, feeding, farm management, showing, breeding and foaling to it's members and the public.

Section 6 - Youth Committee

The Youth Committee shall assist the youth of the EMHC and develop activities to promote interest among the youth. The Chair of this Committee shall represent the interest of the youth at all shows and meetings.

Section 7 - Newsletter Committee

The Newsletter Committee consists of the editor (Chair) and any interested members. The editor shall publish the newsletter within the guidelines provided by the Board of Directors. The Editor shall coordinate the production and e-mailing or mailing of the newsletter to all members and subscribers.

Section 8 - Website Committee

Shall update the EMHC website with current information provided by Board of Director members.

Section 9 - Marketing, Publicity and Publications Committee

The Marketing, Publicity and Publications Committee shall promote the EMHC and miniature horses/ponies through publications and public relations activities. It shall determine ways to raise funds for the Club and secure sponsors for classes at shows.

Section 10 - Meetings and Banquets Committee

The Meetings and Banquets Committee shall research and recommend appropriate facilities for Club meetings and the year end banquet.

Section 11 - Administrator/Historian

Shall keep a recorded history of EMHC; pictures, newspaper articles and any publications.