



# Evergreen Miniature Horse Club Bylaws

Updated December, 2025

# TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
<b>Article I</b>	<b>Name</b>	<b>6</b>
<b>Article II</b>	<b>Organizational Structure</b>	<b>6</b>
<b>Article III</b>	<b>Purpose, Objectives and Directives</b>	<b>6</b>
Section 1	Purpose	6
Section 2	Objectives	6
Section 3	Directives	6
<b>Article IV</b>	<b>Bylaws</b>	<b>6</b>
Section 1	Amendment to Bylaws	7
Section 2	Acceptable Written Notice	7
<b>Article V</b>	<b>Membership</b>	<b>7</b>
Section 1	Membership Year	7
Section 2	Membership Rights	<b>8</b>
Section 3	Members in Good Standing	8
	a. Boycotts	8
Section 4	Youth Members	8
Section 5	Termination of Membership	<b>9</b>
<b>Article VI</b>	<b>Record Keeping/Accounting</b>	<b>9</b>
Section 1	Record Keeping/Accounting System	9
Section 2	Financial Documentation	9
	a. Supporting Documents	9
	b. Federal Requirements	9
Section 3	Miscellaneous Club & Asset Records	9
Section 4	Accounting Record	<b>10</b>
Section 5	Retention	10
<b>Article VII</b>	<b>Meetings</b>	<b>10</b>
Section 1	General Membership Meetings	10
Section 2	Board of Director's Meetings	10
Section 3	Special Membership Meetings	10

Section 4	Notice of Meetings	10
Section 5	Quorum	10
Section 6	Virtual Meetings	10
Section 7	Board of Directors Roll Call Vote	<b>11</b>
Section 8	Sargent at Arms (SAA)	11
	a. SAA Authority	11
<b>Article VIII</b>	<b>Elective Positions</b>	11
Section 1	The Board of Directors	11
Section 2	Eligibility for an Elective Position	11
Section 3	Elected Officers for Board or Directors	11
Section 4	Officers Term Years	<b>12</b>
Section 5	Nominations and Elections	12
	a. Nominations	12
	b. Candidates	12
	c. Nominees	12
Section 6	Vacancies in Office	12
	a. Presidency	12
	b. President Appointment	12
	c. Date, Time, Place	12
	d. Dual Vacancy	12
	e. Confirmation of Appointments	12
	f. Publishing / Notice	12
	g. Further Nominations	12
	h. Other	12
	i. Qualifying Requirements	<b>13</b>
<b>Article IX</b>	<b>Duties of Officers</b>	13
Section 1	The President Shall	13
	a. Principal Officer	13
	b. Presiding Meetings	13
	c. Sargent at Arms	13
	d. Communication	13
	e. Appoint Chairs	13
	f. Keeping Informed	13

	g. Delegating	13
	h. Other Duties	13
Section 2	The Vice President Shall	13
	a. Absence of President	13
	b. Vacancy	13
	c. Roberts Rules	13
	d. Preside Over	13
Section 3	The Secretary Shall	13
	a. Minutes	13
	b. Meeting Report	13
	c. Next Scheduled	13
	d. Membership Record	13
	e. Contacts	<b>14</b>
	f. Vital Businesses	14
	g. Correspondence	14
	h. Other Duties	14
Section 4	The Treasurer Shall	14
	a. Receive	14
	b. Deposit	14
	c. Provide to Bank	14
	d. Assist Audit	14
	e. Financial Status	14
	f. Files	14
	g. Disburse	14
	h. Present Status	14
	i. Balance Sheet	14
	j. Assist Auditor	14
	k. Notifications	14
	1. NSF Checks	14
Section 5	Directors	<b>15</b>
	a. Number of	15
	b. Oversee	15
	c. Available	15
	d. Specific Director	15

	e. Honorary Director	15
	f. Uneven Number	15
<b>Article X</b>	<b>Board of Directors</b>	<b>15</b>
Section 1	Disability of Officers	15
Section 2	Recall of a Director	15
Section 3	Contracts	<b>16</b>
<b>Article XI</b>	<b>Voting</b>	<b>16</b>
Section 1	Member Voting	16
	1.2 - Officers Elected	16
	a. Candidates	16
	b. One Candidate	16
	c. Multiple Candidates	16
	d. Virtual Voting	16
	e. Officer Appointment	16
<b>Article XII</b>	<b>Committees</b>	<b>17</b>
Section 1	Suggested Committees	17
Section 2	General Committee Procedures	17
	Continue General Committee Procedures	<b>18</b>

*END OF TABLE OF CONTENTS*

# **EVERGREEN MININATURE HORSE CLUB BYLAWS**

**Effective: November 1, 2018 – Amended November 1, 2025**

## **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/or Board of Directors (BOD) 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 by a majority vote of those present and voting at any

general or special membership meeting where quorums of both the Board, and the membership is present. 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/or 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 where or by any other allowed and approved form of voting method as written under these Article Bylaws. Any proposed amendment must be made in writing, and posted on the website for review. Such written proposal must be presented to the club Secretary by January 1<sup>st</sup> of the year to be voted on.\* 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.

\*Exception to the process may be due to extraordinary circumstances as deemed by the Board of Directors for the welfare of the Club. Should changes be made to these Bylaws and enacted by the Board of Directors, they may then be presented to the membership for additional ratification upon the November Membership Meeting, or other meeting deemed for voting.

## **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 Articles, Bylaws and Rules of the Organization, 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. The Board of Directors will have the right to approve or reject all applications for membership.

### **Section 1 – Membership Year**

The membership year is from January 1st through December 31st. As part of their fiduciary duty, all dues and fees shall be established and set from time to time by the Board of Directors. 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. Renewing, and first-time applicants, shall indicate what year they are paying for on their application. All new members will be provided a copy of the club Bylaws by request via electronic email. They shall also be provided on the club website or other social media. 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, ie: such as dissolution of the corporation.

## **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 – Members in Good Standing**

A member, including lifetime members, in good standing is one who abides by the By-Laws and Rules of the Club and is current in all dues and assessments. Assessments include any and all fees due from club open events and/or shows EMHC and/or ASPC sanctioned. A member considered in Bad Standing loses all membership rights and cannot participate in or attend, meetings, voting, club events, and/or shows and shall immediately be removed from the event grounds. Abusive behavior towards other members will not be tolerated. Those members that lose their Good Standing due to outstanding debts from shows attended, will also be referred to ASPC/AMHR/ASPR.

**a. Boycotts – Any member may boycott a Club event for any reason, but shall only do so outside of the event’s grounds. Said member, at the discretion of the Board of Directors, shall forfeit their membership for that year, depending if the boycott is detrimental to the Club. Should the boycotting member(s) enter the event grounds, they shall be immediately escorted off the grounds.**

## **Section 4 – 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. Those Youth not included in a Family Membership, yearly renewal will be required and a Youth must have a onetime 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 5 – Termination of Membership** - Membership of any member of the club may be terminated for failure to abide by the current Bylaws 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 – RECORDKEEPING/ACCOUNTING**

### **Section 1 – Recordkeeping / Accounting System**

The IRS does not prescribe a specific recordkeeping system. The Board of Directors shall select a method that fits the organization's needs and size, clearly showing income and expenses. ie: using a general ledger, either hand written or by electronic spreadsheet. Grouping documents by year and type (e.g., income, expense category), is a common and effective approach.

### **Section 2 - Financial Documentation**

- a. **Supporting Documents** - Supporting documents/gross receipts, copies of revenue checks prior to deposit, receipts for purchases, event income and expenses, all shall be retained. This documentation includes cash register tapes if any, invoices, purchase receipts, bank statements, checkbook registers, and credit card statements, including third party records from credit card income, such as Square. These records substantiate claimed deductions and income. Requests for reimbursements are required from all members, and must be by written request. The reimbursement request must be approved by the Treasurer or other Board member. In the case of the Treasurer being reimbursed, they shall have their approved by the President. At no time shall the Treasurer write their own check to themselves without the President's approval of their request. All receipts must be provided in order to be reimbursed.
- b. **Federal Requirements** - Show staff such as ASPC Show Manager, ASPC Show Steward, Ring Steward and Show Announcer, or any other paid non-employee hired for the show, shall upon completion of the show provide the Treasurer with a written request for payment itemizing their fees and any reimbursements. As long as it is required by law, they MUST also provide prior to the start of work and receiving payment, completed and sign a W-9 (Request for Taxpayer Identification form) if they will be receiving more than the current IRS Federal amount to necessitate the Club to provide a 1099 NEC, as required by law The Club shall then provide them, a 1099 NEC as required by law.

### **Section 3 – Miscellaneous Club & Asset Records**

There shall retain records of all Club acquisitions, and disposal of all assets, including purchase price, depreciation (**IF** needing to file income taxes), improvements to those assets, and sale details. These records provide the foundation for accurate asset valuation and reporting.

#### **Section 4 – Accounting Record**

Whatever accounting method is used, at least three (3) persons should be responsible for reviewing the accounting each year. This review may be done by the Audit Committee, if there is one, otherwise a selected Special Committee can provide a report on the condition of the records to the Board and Membership. **Should an outside audit be requested by a member or nonmember, that audit shall be at the expense of the requestor.**

#### **Section 5 – Retention**

Records should be kept for a minimum for 7 years.

### **ARTICLE VII – MEETINGS**

**Section 1 - General Membership Meetings** - Evergreen Miniature Horse Club may have monthly meetings October through April at the discretion of the Board and in consideration of the interest of the membership 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 Director's Meetings** - The Board of Directors may hold monthly meetings to conduct the business of the club if needed, and may be held virtually. Physical Board meetings, unless stated to be closed door, may be attended by members.

**Section 3 - Special Membership Meetings** - The President may call special meetings of the Board or General Membership. 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 publishes 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's call for special meetings of the Board/or General Membership, shall constitute a quorum, regardless of number in attendance, for the purpose 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 – Virtual Meeting** - A virtual meeting where voting is not being held, whether video or conference call, can only be conducted if agreed and voted in by a majority vote of the Board of Directors and must provide a minimum of 30 days advance notice to the membership, unless otherwise agreed by the Board. EMHC understands the spirit of progressed times, but still holds the value of hands on, and direct interaction for discussion and voting purposes.

**Section 7- Board or Directors Roll Call Vote** - If there is a need to conduct club business, the President may take a roll call vote of the Board of Directors by e-mail or telephone. There must be clarification with written documentation as a follow-up.

**Section 8 – Sargent at Arms** - SERGEANT AT ARMS (SAA) – The position of Sergeant at Arms, shall be an appointment by the President and approved by a majority of the Board of Directors. The Sergeant at Arm’s primary responsibility is to maintain order and security at meetings and events. The SAA should have a good knowledge of Roberts Rules of Order to help meetings run smoothly for the President or person appointed to run the meeting.

a. **The SAA Authority** – The SAA has the authority to stop adversarial conversations and even eject members, or non-members from the premise to control hostile situations as they see fit. This position shall be appointed or reappoint each year.

## **ARTICLE VIII - ELECTIVE POSITIONS**

**Section 1 - The Board of Directors** - The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, and the option of-up to three (3) additional Directors and/or Honorary Directors, as long as there is an uneven number of members always on the Board. The Board of Directors members will be nominated and be elected from the membership by a simple majority vote taken from the members present at typically the general meeting in November unless otherwise determined. The elected Board of Directors members will take office on January 1st of the following year. Directors may take office immediately, as determined by the Board. Nominations shall be presented to the Board of Directors **60 days in advance** of any pending general meeting where voting will be conducted and published to the membership via email and posted on the website. There may be nominations from the floor ONLY if there is no existing candidate.

**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. Nominees must have vested time in the club as a member for at least 90 days prior to being elected. They must also have attended two (2) general meetings. If no member is running or eligible by these standards, then the position may be appointed by the Board as an interim position. Once the position is accepted, it shall be published to the membership.

**Section 3 - Elected Officers for Board of Directors** - Elected officers of the Evergreen Miniature Horse Club shall be President, Vice President, Secretary, Treasurer, and up to 3 Directors and/or Honorary Directors as long as there is an uneven number of voting members on the Board. The Directors may consist of 3 Directors accordingly named for purpose (ie: Hospitality/Youth/Amateur/AMHR etc.) (Length of Term) 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 shall be for 2 or 3 years depending on when and how many

are appointed or voted in to insure staggered terms and vacancies. Appointed and voted Directors, may or may not have Board voting rights and shall be at the discretion of the majority of the Board.

**Section 4 - Officers Term Years** - The Officers of the Evergreen Miniature Horse Club will be elected on a rotation basis with President and Secretary elected at the same time on uneven years; Vice President and Treasurer to be elected on even years. The Officers shall be chosen from the voting membership and by ballot as prescribed in these Bylaws for a term of two (2) years the terms as described, and may serve only for two consecutive terms unless no member is found to oppose them.

#### **Section 5 - Nominations and Elections**

- a. **Nominations** - Nominations may originate in writing and sent via e-mail or by regular mail from the general membership as described in these Bylaws to the Secretary or other named Board Member.
- b. **Candidates** - 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. **Nominees** - All nominees shall be in good standing with the Evergreen Miniature Horse Club and have their 90-day membership seasoning at the time of nomination.

#### **Section 6 - Vacancies In Office**

- a. **Presidency** - If the Presidency is vacated, the Vice President of the club shall become President and complete the current term.
- b. **President Appointment** - The President shall appoint an interim Vice President to fill the vacancy through the current term, then through nominations from the membership to fill the office of Vice-President at the regular voting meeting.
- c. **Date, Time, Place** - The date, time and place of meeting shall be published in the club's newsletter if one, email notice and website.
- d. **Dual Vacancy** - In the event of a dual vacancy of the President and Vice President, the remaining Board of Director's shall appoint a President and interim Vice President to serve the remaining term for the continuity of business function.
- e. **Confirmation of Appointments** - The President and Vice President appointments may be confirmed by vote at the next general membership meeting, at the discretion of the remaining Board of Directors.
- f. **Publishing Notice** - The date, time and place of meeting shall be published in the club's newsletter or email and website.
- g. **Further Nominations** - Further nominations from the membership may be e-mailed to the Board. Unless there are no nominations or existing candidates, nominations may be taken from the floor by eligible members.
- h. **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.

- i. **Qualifying Requirements** - In any event, all Candidates still must qualify per the requirements as stated in these Bylaws if possible. (ie: good standing, 90-day seasoning etc.)

## **ARTICLE IX - DUTIES OF OFFICERS**

### **Section 1 - The President Shall:**

- a. **Principal Officer** – be the principal officer of the club with a working knowledge of the club Bylaws and Roberts Rules of Order.
- b. **Presiding Meetings** - Preside, or appoint another to preside on their behalf at meetings of the Evergreen Miniature Horse Club.
- c. **Sargent at Arms** - Appoint the Sergeant at Arms for meetings.
- d. **Communication** - 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.
- e. **Appoint Chairs** - Appoint the chairperson of each standing and/or special committee.
- f. **Keeping Informed** - Keep informed and oversee all aspects of the club business.
- g. **Delegating** - Delegate tasks to Members, Committees, and or Board Members as needed.
- h. **Duties** - 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. **Absence of President** - In the absence of the President, the Vice President shall have the powers and shall perform the duties of the President.
- b. **Vacancy** - 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. **RRO's** - Become familiar with these bylaws and Robert's Rules of Order.
- d. **Presides Over** - The Vice President shall preside over the Show Coordinator/Director, or a Committee if formed.

### **Section 3 - The Secretary Shall:**

- a. **Minutes** - Keep the minutes of all meetings of the membership and the Board of Directors.
- b. **Meeting Reports** - Prepare a report of the meeting in a timely fashion to be provided to the membership via email, social media page, website and/or be included in the next edition of the club newsletter, if one.
- c. **Scheduled Meetings** - Report at the next scheduled meeting the activities and proceedings of each previous meeting.
- d. **Membership Record** - Keep a record of the membership, addresses and phone numbers and keep it current.

- e. **Contacts** - Keep an updated record of members and business associates' contact information including their e-mail addresses.
- f. **Vital Businesses** -Track and renew Club insurance and other vital business records and licenses.
- g. **Correspondence** - Correspondence with AMHR/ASPC where appropriate.
- h. **Other Duties** - Perform other duties as needed or assigned by the President.

#### **Section 4 - The Treasurer Shall:**

- a. **Receive** - Receive and log 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 to Bank** - Provide the selected bank with a signature card authorizing checking and savings account drafts to be signed by an authorized signature being President or the Vice President, and the Treasurer. Unless two (2) joint signatures are required, all checks shall be approved by the President, or if unavailable Vice President, prior to disbursement.
- d. **Assist Audit** - Assist any selected Audit Committee with the annual audit of the accounting records.
- e. **Financial Status** - Be prepared to present the current financial status of the organization at each General, Special, and Board of Director's meeting and as necessary at committee meetings, and provide to the Board when requested.
- f. **Files** - Maintain an orderly file of vouchers, accounting records of receipts and disbursements as directed by the Board of Director's.
- g. **Disburse** - Disburse the organizations funds as ordered by the President or the Board of Director's. All reimbursements to ALL members must be approved and accompanied by receipts. No receipt, no reimbursement.
- h. **Present Status** - Must present the current financial status of the Evergreen Miniature Horse Club to the general membership upon request, and at all General Membership Meetings. *\*If a to date statement is not available, then the last prepared statement will be provided.*
- i. **Balance Sheet** - 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 should be by general accounting practices.
- j. **Assist Auditor** - Assist any independent auditor with an audit if one is requested.
- k. **Notifications** - Notify immediately the Board of Directors of any member who provides an NFS check for payment to EMHC for fees or assessments, or any refusal to pay an outstanding debt owed to the Club, for Board review.
  - 1. Any member who pays a fee or assessment to EMHC with an NSF check and does not provide restitution immediately, or refuses to pay or rectify any outstanding debt owed the club once notified, shall be considered a Member in Bad Standing until the assessment is paid in full. At the discretion of the Board, the

member may be notified in writing that they shall be required to pay in advance, with cash or cashier's check, for any event charges or fees indefinitely.

*See Article V, Section 3. for additional procedures surrounding Members in Bad Standing.*

## **Section 5 - Directors**

- a. **Number of** - There may be up to three (3) additional Directors or Honorary Directors nominated and elected by the members, or appointed by the Board to office, as long as there is an uneven number of voting members of the Board.
- b. **Oversee** -The Directors will help oversee all committees' decisions and offer input.
- c. **Available** - 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. **Specific Director** -Specific named Directors will have their duties outlined for them.
- e. **Honorary Director** - Directors and Honorary Directors shall be elected or appointed for a period of three (3) or two (2) or one (1) year, so as to stagger their term renewals. For 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 terms.
- f. **Uneven Number** -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:**

In the event that any officer shall be absent, become incapacitated, or refuses to perform their required duties, 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 of a Director**

A Board of Director member may be recalled by a majority vote of the voting members registered at a general or special membership meeting. In the event there are insufficient general voting members to conduct a Recall, the Board of Directors in the best interest of the club, and with due cause (such as insubordination – refusal to do their Officer duties, or lack of following

direction of the President and/or Board's directives), shall be able to vote the recall with a majority vote of the Board.

### **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.

## **ARTICLE XI – VOTING**

**Section 1 – Member Voting** - In all matters governed by a vote of the members, each member eighteen (18) years of age or older, in good standing, and is a seasoned member of a minimum of 90 days, shall be entitled to vote except a family membership entitles a maximum of two votes per family. Absentee or a vote by proxy is not allowed in any meeting of this organization - Evergreen Miniature Horse Club.

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

a. **Candidates** - A slate of candidates shall be prepared by Nominating/Elections Committee or if none – provide notice of potential candidates in writing emailed/mailed to the Secretary, no later than October 15<sup>th</sup> or 30 days prior to any noted General Meeting where there will be voting. Chosen candidates will then be notified and either agree or decline to run.

b. **One Candidate** - 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.

c. **Multiple Candidates** - If there is more than one candidate for any of the positions, a ballot will be issued at the November or alternatively agreed general meeting date. 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 or if there is no Committee, three (3) selected members by the President, with the results announced at this meeting.

d. **Virtual Voting** - Voting for Officers of the Club by the members shall not be held virtually and are done by secret ballot.

e. **Officer Appointment** - In the event of a necessary Officer appointment situation as previously described in these Bylaws, then refer to those instructions and/or restrictions.



## **ARTICLE XII - COMMITTEES**

Any designated/appointed EMHC 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.

### **Section 1. Suggested Committees for EMHC:**

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

### **Section 2 – General Committee Procedure**

When there is a need for a named Committee, the President will solicit members to volunteer for each of the committees. The communication will list the committees needing help and ask interested members to respond back to the President.

- A. 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.
- B. 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 or Rules and Regulations, if any.
- C. The President may appoint a Board member as Liaison to each committee.
- D. All committee appointments will be published in the newsletter, if one, email and/or website.
- E. F. All Committee Chairs are required to keep minutes of all meetings, and submit copies to the club Secretary.
- F. These committees shall submit a tentative budget, if needed for the ensuing year to the Board for approval.

- G. 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.

*END OF BYLAWS*