

# Bylaws of the Cow Country Quarter Horse Association

## Section I: Membership

1. There shall be three types of membership:
  - a. Family memberships shall include one or two parents and all children in the family under the age of 18 years.
  - b. Individual memberships shall include one person.
  - c. Corporation and family memberships shall be treated as individual memberships.
2. New memberships will be considered anytime throughout the year with approval of the Board of Directors.
3. With membership in the Association, each adult member shall have full floor and voting privileges on any and all items of business brought before the membership, except in the case of a ballot vote, each membership shall have one vote.
4. All members will uphold the Association's constitution and comply with the bylaws.

## Section II: Member Dues

1. Annual membership dues shall be as follows:

Individual membership	\$15.00
Corporate membership	\$15.00
Family membership	\$25.00
2. Dues shall be paid on January 1 of each year or at the Annual Membership Meeting. Memberships will be considered delinquent if not paid by March 1. Members will lose all privileges associated with membership and be removed from the mailing list if dues are delinquent.
3. Dues paid by new members who join the association at times other than the Annual Membership Meeting will be current until January 1<sup>st</sup> of the following year.

## Section III: Meetings

1. General meetings shall be held on the first Monday evening of each month, except when the Board of Directors changes or cancels the meeting for good reason.
2. Members shall be given reasonable notice of changes in the regularly scheduled meeting dates.
3. The Annual Membership meeting shall be held at a convenient time in January. All members in good standing shall be given timely notification of the date.
4. Special meetings may be called by the elected officers. Members shall be given reasonable notice of such meetings.

## Section IV: Proceedings at Meetings

1. A quorum for meetings shall be those members in attendance.
2. "Roberts Rules of Order" shall be the Association's rules of order.
3. Board meetings shall be open to any member of the Association on a non-participating basis.

### **Section V: Board of Directors**

1. The Board of Directors shall be comprised of five members. Board members shall be elected by the general membership at the Annual Membership Meeting for two year terms. Their terms shall be staggered so as to ensure continuity on the Board.
2. The Board shall meet at least quarterly or as deemed necessary by the President.
3. In the event that a member of the Board of Directors vacates his/her chair, the position will be filled by election at the next general membership meeting.
4. Board members must be current members of the Association in good standing.

### **Section VI: Officers**

1. The officers of the Association shall be President and Vice President. They are to be elected by the Board of Directors from their own number.
2. In the event one of the officers vacates his/her office, the Board shall fill the vacancy for the remainder of the term.

### **Section VII: Responsibilities of Board of Directors**

1. Responsibilities of the Board of Directors are:
  - a. To conduct the business and manage the property of the Association.
  - b. In consultation with the general membership, to set the times and dates for monthly general membership meetings and the annual meeting.
  - c. In consultation with the standing committees and the Association Treasurer, prepare an annual budget to be presented to the membership at the annual meeting.
  - d. To attend the Board meetings. Two missed meetings, without notification, constitute consideration for replacement.
  - e. Provide for an annual audit of the funds of the Association.
  - f. To appoint a secretary and a treasurer for the Association.
  - g. To appoint a recording secretary to record the proceedings of the Board meetings.
  - h. To act as a disciplinary Board, if necessary. They shall have the power to discipline or expel any member for misconduct.

### **Section VIII: Responsibilities of the Officers**

1. Responsibilities of the President are:
  - a. Preside at membership and board meetings.
  - b. Speak on behalf of the Board after consultation with said Board.
  - c. Prepare an agenda.
  - d. Appoint standing and special committees.
  - e. Be an ex officio member of all committees.
  - f. Call special meetings as necessary.
  - g. Any other duties as deemed appropriate to the office.

2. Responsibilities of the Vice President are:
  - a. Work closely with the president and assume the duties of the president in the president's absence or upon request.
  - b. Any other duties as deemed appropriate to the office.
3. Responsibilities of the Secretary are:
  - a. Record and file official minutes of all general membership meetings and have the record available at all meetings for reference.
  - b. Provide a copy of the minutes to the president within 10 days of the general membership meeting.
  - c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
  - d. Prepare and maintain other documentation as requested by the Board or the President.
  - e. Any other duties as deemed appropriate to the office.
4. Responsibilities of the Treasurer are:
  - a. Ensure that all funds of the Association are accounted for.
  - b. Disburse funds as authorized by the membership.
  - c. Ensure that proper financial records are maintained.
  - d. Report on all receipts and disbursements at general meetings.
  - e. Report on all receipts and disbursements at Board meetings when requested.
  - f. Have the financial records ready for inspection or audit annually.
  - g. Assist the Board in drafting an annual budget.
  - h. Submit an annual financial statement at the annual general membership meeting.
  - i. Any other duties as deemed appropriate to the office.

#### **Section IX: Committees**

1. The President may appoint committees to further the Association's purpose and carry on its affairs.
2. The terms of reference for each committee will be specified by the membership or the executive at the time the committee is established.
3. Committees will report to the membership and/or the Board as required.
4. A nominating committee will be appointed annually before the Annual General Membership meeting.
5. Each established committee will be required to present a proposed budget for the committee's activity for the coming year.

#### **Section X: Financial Matters**

1. The financial year of the Association will be January 1 to December 31.
2. All funds of the Association must be kept on deposit in the name of the Association in a bank or other financial institution registered under the Bank Act.
3. The Board will prepare a budget and present it to the membership for approval at the first meeting after the annual meeting.

4. All non-budgeted expenditures will be presented for approval at a general membership meeting.
5. There will be an annual audit of the Association funds.

**Section XI: Elections**

1. All elections shall be held by secret ballot.
2. The nomination committee shall present a slate of potential Board members to be considered by the general membership at the Annual Meeting.
3. Nominations for Board of Directors shall be taken from the floor.

**Section XII: Amendments**

1. Amendments to the Association's Bylaws shall be adopted by a majority vote of the members in good standing who are present at any membership meeting.
2. Proposed amendments or changes to the Bylaws will be presented to the Association members a minimum of 14 days before the amendment is voted on.

**Adopted: 7 February 2005**