

# **NORTHWEST MINIATURE HORSE CLUB**

## **BYLAWS**

**Effective: February 3, 2024**

### **ARTICLE 1 - NAME, GOALS, LOCATION**

#### SECTION 101-NAME

The name of this organization shall be the **NORTHWEST MINIATURE HORSE CLUB**. It shall always be operated and conducted as a not-for-profit organization in accordance with the laws of the United States of America and of the State of Oregon providing for such organizations and by which it shall acquire all rights as granted to organizations of this kind. The official abbreviation shall be the **NWMHC**.

#### SECTION 102 - GOALS

- A. To develop and promote the miniature horse.
- B. To develop and promote good fellowship.
- C. To encourage breeding, training, and exhibition of good quality miniature horses.
- D. To cooperate with all equine breed registries.
- E. To preserve the health and welfare of the miniature horse.

#### SECTION 103 - PLACE OF BUSINESS

The principal place of business of the NWMHC shall be determined by the Directors. Business may be conducted or carried on within the established boundaries of the states of Oregon, Washington, Idaho, Montana, and Alaska at any place convenient to such officials as may be participating. Its members, officers or directors may be residents of any state or adjacent territory.

## **ARTICLE II – MEMBERS**

### **SECTION 201 - ELIGIBILITY**

Membership is open to all people who are interested in the miniature horse breed, the purposes of the miniature equine breed registries, and the goals of this organization. Members in good standing are those people who have applied for and been accepted to membership in the organization and who are not in arrears in payment of their dues.

### **Section 202 – MEMBERSHIP**

- A. Application for membership shall be made in writing by completing the club’s membership form, accompanied by the appropriate membership fee, and submitted to the Club Treasurer/Secretary.
- B. Family Membership includes up to two (2) adults living at the same address, their dependent children, and/or grandchildren (Youth as defined by AMHA). Names and date of birth must be provided for all youth. **(Effective for 2025)**
- C. Individual Adult Membership is for one (1) adult only. **(Effective for 2025)**
- D. Individual Youth Membership is for one (1) youth (as defined by AMHA) and must have written approval by their parent or legal guardian.
- E. Associate Membership is available to individuals who wish to participate in the NWMHC function that are limited to “members only” for insurance purposes. Associate members are not eligible for any other club privileges or benefits.
- F. Membership in this organization is not transferable, refundable, or assignable. Failure to make payment of annual dues shall signify termination of membership.
- G. A new member joining the organization after the Club's regular show season will automatically be considered to have paid dues for the ensuing year.
- H. All members are eligible to compete for Club Year End Awards as outlined in the Year End Award Rules. Adult members, in good standing, are entitled to 1 vote.

## SECTION 203- RENEWAL MEMBERSHIP AND ANNUAL DUES

Membership in this organization shall be renewable annually by submitting a completed membership form and appropriate fee as set forth in the Rules and Regulations of the NWMHC. Once dues are paid for the year, they are non-refundable.

Annual dues are payable on or before January 1st of each year.

A person who is in arrears will not be eligible to vote, will be removed from any positions held and may or may not be guaranteed to be reinstated. When the application and dues are received the applicant will become a member in good standing.

## **ARTICLE III – MEETINGS**

### SECTION 301 - GENERAL MEMBERSHIP MEETINGS

A. This organization will meet bi-annually Winter and Fall. The Directors will determine the date and place of the meeting.

B. The Fall meeting will be held each year after the regular show season. The following will be required at this meeting:

- Written reports from committee chairs will be submitted to the recording secretary and oral reports presented to the membership
- Sign up for Club committees for the following calendar year
- Elections for Club Officers and Directors positions
- Any other club business, new or old, that needs to be addressed
- After this meeting the annual banquet and year-end awards may be held

C. The Winter meeting shall be held each year prior to the beginning of the regular show season, but not later than February 28th, and shall be the official Annual Meeting of the NWMHC.

- At this meeting committee chairs will submit reports to the Recording Secretary on goals and meeting schedules for the upcoming year
- Oral reports of this information will be presented to the membership

D. Proposed Bylaw changes may be presented or voted on at either the Fall or Winter Meeting in accordance with 307-C.

E. All members, in good standing, may have a voice and participate at all meetings.

#### SECTION 302 - SPECIAL MEETINGS

A. General Membership Special meetings shall be held whenever called at the direction of the President, a majority of the Directors, or by the Recording Secretary upon written request of five (5) members in good standing. Any Special meeting of the members shall have all the powers of a General Membership Meeting but may consider or pass on only those matters specified in the notice of the Special Meeting.

B. Directors Special meetings shall be held whenever called at the direction of the President or by a majority of the members of the Directors.

C. Minutes of the meeting will be posted on the NWMHC website.

#### SECTION 303 - NOTIFICATION OF MEETINGS

Notification of meetings shall be deemed delivered when such notice is sent by social media, posted on the Website, or sent by email. Upon request special arrangements may be made for members who have none of the above.

A. Notification of each General Membership meeting shall be delivered not less than thirty (30) days prior to the meeting date. Such notice shall include the time and place.

B. Notification of a General Membership Special meeting shall be delivered, not less than ten (10) days prior to the date of such meeting and shall state the specific matters to be considered at said meeting.

C. Notification of each meeting of the Directors shall be delivered not less than five (5) days prior to a meeting. Emergency Director Meetings may be called with twenty-four (24) hour notice.

### SECTION 304 RULES OF ORDER

This organization will govern its procedures by "Roberts Rules of Order Revised" insofar as such rules are not inconsistent or in conflict with these Bylaws or the applicable law. In addition to conducting Club meetings by "Roberts Rules of Order Revised" the NWMHC has a set of "Meeting Norms" in the Rules and Regulations that will be adhered to at every meeting.

### SECTION 305 QUORUM

A. At any NWMHC General Membership meeting a quorum is determined by all adult members in attendance and signed in. The count of these members shall constitute the quorum to conduct business. Any member can request a new quorum count before any vote is made.

B. At any Directors' meeting, the presence of a majority of the Directors shall constitute a quorum to transact business.

### SECTION 306 - ORGANIZATION

The President, and in his/her absence, the Vice President, and in his/her absence, any member chosen by the members present shall call the meeting to order and shall act as chairperson of the meeting.

The Recording Secretary shall act as Secretary of all General Membership and Directors Meetings, but in the absence of the Recording Secretary, the presiding Officer or Chairperson may appoint any member to act in that capacity.

### SECTION 307 VOTING

In all matters governed by a vote of the members, each adult member, in good standing shall be entitled to one vote.

A. Absentee or vote by proxy is not allowed in any meeting of this organization.

B. The President, Vice President, Recording Secretary and Treasurer/Secretary, and Directors shall be elected as follows:

1. The Nominating/Elections Committee shall make every effort to seek a minimum of two candidates for each position prior to the Fall General Meeting. Additional nominations can be taken from the floor at the Fall General meeting. It is recommended that each candidate present either orally or in writing a biographical sketch, at this meeting.

2. Voting, for the above positions, will be held at the Fall Meeting.

3. The candidate(s) receiving the highest number of votes cast shall be deemed elected.

4. The results will be announcement by the President via social media, posted on the Website, or sent by email immediately following the Fall General meeting

5. All Officers of the Organization shall commence official duties as of January 1.

C. A favorable vote of two-thirds of the quorum of registered voting members at a General Membership or a Special General Membership meeting shall be required to:

- (a) enact, repeal, or amend a Bylaw

- (b) dissolve the organization.

- 1) Proposals to enact, repeal or amend a Bylaw or dissolve the organization may be proposed:

- (a) at any General Membership meeting

- (b) in writing to the Directors for review

- 2) Notice of any proposal to enact, repeal, or amend a Bylaw or dissolve the organization will be posted to the NWMHC website. Proposal details will be sent directly to the membership via email for review at least 30 days prior to a vote.

D. A majority of votes cast shall be necessary for the adoption of any motions other than Bylaw changes which require two-thirds vote.

## **ARTICLE IV - OFFICERS AND DUTIES**

### **SECTION 401 – OFFICERS**

ELIGIBILITY – Any adult member in good standing for a minimum of one (1) year and has attended at least one (1) meeting prior to the Fall General Membership meeting shall be eligible to hold office. However, all candidates for the office of President and Vice President must have been members in good standing for not less than two (2) years and held at least one previous elected office. In the event these eligibility requirements prevent filling any Officer positions, they may be waived by a motion and affirmative vote during the Fall General Membership meeting.

The Officers of the NWMHC shall be President, Vice President, Immediate Past President, Recording Secretary and Treasurer/Secretary. Officers will be elected on a rotation basis with President and Recording Secretary elected at the same time, and Vice President and Treasurer/Secretary elected the following year. The Officers shall be chosen from the voting membership as prescribed in these Bylaws for a term of two (2) years and may serve only for two consecutive terms in that office unless no member is found to oppose them.

The position of Immediate Past President is not an elected position but shall counsel and aid the President and Directors with full voting privileges on all NWMHC matters. This position shall be a term of one (1) year immediately following their term as President and shall not hold another Officer position during this time. The Immediate Past President has the option to decline this position at any time. This person must be a member in good standing.

No Officer shall receive any compensation for fulfilling his/her position as an Officer of the NWMHC.

### **SECTION 402 - DUTIES**

A. PRESIDENT shall:

- 1) Preside over all General Membership and all Directors meetings.
- 2) Have the power to appoint such committees as deemed necessary for the advancement of the Club.
- 3) Appoint all committee chairpersons following the Fall General Membership meeting and prior to January 1.
- 4) Appoint a member from the Directors to function as a liaison for each committee following the Fall General Membership meeting and prior to January 1.
- 5) Provide guidance to all committees.
- 6) Work closely with Vice-President on securing all arena contracts for Club Shows.
- 7) Work with the Vice-President and/or Recording Secretary to develop an agenda for all club meetings.

B. VICE PRESIDENT shall:

- 1) In the absence of the President, the Vice President shall have the powers and will perform the duties of the President.
- 2) Preside over the Show Committee and be responsible for securing all staff and arena contracts necessary for Club Shows.
- 3) Work with the President and/or Recording Secretary to develop an agenda for all club meetings.

C. RECORDING SECRETARY shall:

- 1) Keep the minutes of all meetings of the NWMHC and of the Directors.
- 2) Directors will approve the minutes of each meeting. Minutes will be posted to the website within one (1) month after the meeting has been held.
- 3) Work with the President and/or Vice-President to develop and generate an agenda for all club meetings.

D. TREASURER/SECRETARY shall:

- 1) Receive and deposit, or cause to be deposited, all monies belonging to the organization in a bank checking and/or savings account approved by the Directors.
- 2) Pay or oversee payment of all Club expenses.
- 3) Provide an annual report of all Club finances at all General Membership meetings.
- 4) Provide a monthly financial statement to the Directors.



5) The official address of the NWMHC will be that of the Treasurer/Secretary.

## **ARTICLE V - DIRECTORS**

### **SECTION 501 – DIRECTORS**

There will be Directors consisting of the President, Vice President, Immediate Past President, Recording Secretary, Treasurer/Secretary, and three (3) Directors elected from the voting membership.

The AMHA Regional Director shall also be a part of the Directors with the same privileges, including voting, providing they are a member of the NWMHC.

There are three (3) Director positions to be filled on a rotating basis. One (1) Director will be elected each year for a period of three (3) years.

No Director shall receive any compensation for fulfilling his/her position as a Director of the NWMHC.

### **SECTION 502 – DUTIES**

A. Have the power and authority to make, amend, repeal, and enforce such rules and regulations not contrary to law and these Bylaws, as they may deem expedient and necessary concerning the conduct, management, and activities of the Club between General Membership meetings.

B. Audit all bills against the organization.

C. Fill all vacancies which may occur among the Directors between General Membership meetings.

### **SECTION 503 - GRIEVANCE**

Any Director shall accept a grievance from a member that has been received either in writing or email. The Director receiving the grievance will forward it immediately to the Directors.

The President will call for a meeting of the Directors within 5 days of receipt of the grievance to review the grievance presented.

A fact-finding meeting will be held with the person filing the grievance as soon as it can be arranged between all parties. After the fact-finding meeting, the Directors will then determine if further research is needed to resolve the complaint.

If further research is needed, the Directors will take the necessary steps, working as quickly as possible, to resolve the grievance and inform all the parties involved of the resolution by the Directors. The goal is to have a decision rendered within thirty (30) days after the Directors' acceptance of the grievance, provided the facts or involved parties can be reviewed and/or contacted by the Directors within this period.

#### SECTION 504 – CONTRACTS

Written contracts pertaining to Club business shall be executed on behalf of the organization by the President, Vice President or such other person authorized by the Directors.

#### SECTION 505 – REMOTE MEETINGS

The Directors may conduct any Directors meeting by telephone, social media, or computer, as provided by law.

#### SECTION 506 - ATTENDANCE

Any Director or Officer who does not attend a minimum of 50% of the Directors Meetings (including remote meetings) from January 1<sup>st</sup> to December 31<sup>st</sup> may be subject to removal from office by a majority vote of the Directors.

## SECTION 507 - RECALL

Directors, including Officers, may be recalled by a two-thirds majority vote of the voting members registered at a General or Special Membership meeting.

## **ARTICLE VI - RESIGNATION AND VACANCIES**

In the event of any vacancy of Directors or Officers for any reason, a majority of the remaining Directors and Officers shall appoint a qualified successor to serve the balance of the term to be filled.

## **ARTICLE VII – LIABILITIES**

Officers, Directors, and Members shall not be personally liable for the debts, liabilities, or other obligations of the organization.

## **ARTICLE VIII - COMMITTEES**

The committees of the NWMHC are defined to be a group consisting of two (2) or more people officially delegated or volunteering to perform a function, such as investigating, considering, planning, budgeting, reporting, or acting on matters of the Club as designated in the Rules and Regulations and supported by the Directors. The duties and responsibilities shall be reviewed from time to time and may be revised with recommendation from the Committee Chairperson to the Directors.

## SECTION 801 - GENERAL PROCEDURE

A. The President will, at the Fall General Membership meeting, solicit members to volunteer for each of the committees or other appointed positions. This communication can also be done via social media, posting to the website, or sent by email.

B. If there are no volunteers, the President will contact qualified members to fill any open positions.

C. All committee appointments will be published on the website for membership information.

D. A committee chairperson or other position appointee may be removed by the President or a majority vote of the Directors.

E. If a committee needs funds, a written request must be presented to the Directors.

F. Committee chairpersons shall prepare written reports to present at all General Membership meetings and be submitted to the Recording Secretary to be included in the meeting minutes.

### SECTION 802 - STANDING COMMITTEES

Standing committees are those committees required by the NWMHC Bylaws to be filled. In the case of no members willing to participate in these committees, the President shall appoint a Directors to fill the required leadership position(s) to sustain these committee(s).

The Standing committees are:

A. Audit

B. Bylaws/ Rules and Regulations

C. Finance

D. Nominations/Elections

E. Show

### SECTION 803 - SUPPORTIVE COMMITTEES

Other recommended committees may be found in the Rules and Regulations.