

# OHIO HORSEMEN'S COUNCIL, INC.

## BYLAWS

(Rev. November 10, 2018)

### 1.0 ARTICLE I: NAME

1.1 This organization shall be known as the Ohio Horsemen's Council, Inc. (OHC), a not-for-profit Ohio corporation.

### 2.0 ARTICLE II: PLACE OF BUSINESS

2.1 The principal place of business shall be the residential address of the current President, within the State of Ohio.

### 3.0 ARTICLE III: MISSION

3.1 OHC is organized under the provisions of Ohio Rev. Code §1702.01 et seq. and under a 501(c)(4) exemption as an organization not for profit and operated exclusively for the promotion of social welfare, charitable, educational and recreational purposes, to:

- Provide a forum for equine owners and supporters to share ideas and suggestions for horse-related issues through education, state trail rides and other social and service functions;
- Provide resources to promote the building and maintenance of bridle trails throughout the State of Ohio;
- Provide financial resources and volunteer services to fellow organizations that support and protect equine-related activities; and
- Provide support to state and national horse-related issues.

### 4.0 ARTICLE IV: MEMBERSHIP

4.1 A prospective member must submit a written application in form as approved by the OHC, pay the current dues to the Membership Committee, and agree to the Bylaws and Standing Rules of OHC.

4.2 Members may reside in or outside of Ohio.

4.3 The membership year commences on January 1 and ends on December 31. Members are considered active if they have complied with Section 4.1 of these Bylaws prior to October 1 of the calendar year and are not under suspension or expulsion. Active members are entitled to all benefits of membership including the right to vote. A membership paid after October 1 entitles the member to the benefits of membership except for the right to vote in the current year.

4.4 All members shall conduct themselves so as to best represent the ideals of OHC.

4.4.1 Disciplinary action against an OHC member:

4.4.1.1 If, in the judgment of the OHC President, an OHC member is disruptive at a State OHC meeting or a county chapter meeting, or acts in a manner that is contrary to the mission and principles of the OHC in or outside of a meeting, the President may recommend disciplinary action of the offending member to the Executive Cabinet.

- 4.4.1.2 The Executive Cabinet may impose the disciplinary action of a written reprimand or membership suspension on an offending member. The detailed terms of any suspension shall be sent in writing to the offending member by certified mail and to the chair of the Membership Committee by a communication method selected by the Executive Cabinet.
- 4.4.1.3 Any disciplinary action imposed by the Executive Cabinet is subject to the appeal process found in the Grievance Committee section of the OHC Standing Rules.
- 4.5 Individual Membership
- 4.5.1 Individual membership is open to any person age eighteen (18) or older. An active individual member shall be entitled to one (1) vote and may hold office if eligible under Article V.
- 4.6 Family Membership
- 4.6.1 Family membership is open to spouses or domestic partners, at least one of whom is age eighteen (18) or older, and their dependents. Dependent means that the spouse(s) or domestic partner(s) contribute greater than fifty percent (50%) of the dependent's support. Family members must physically reside in the same household. Active family members, age eighteen (18) or older, shall each be entitled to one (1) vote, with a maximum of two (2) votes per family, and each may hold office if eligible under Article V. Family members under the age of eighteen (18) may not vote nor hold office.
- 4.7 Youth Membership
- 4.7.1 Youth membership is open to any person under the age of eighteen (18) as of January 1. Youth members must be sponsored by an adult member, with written permission of their parent or guardian. Youth members are not permitted to vote or to hold office.
- 4.8 *Senior Membership deleted 3/16/14*
- 4.9 Lifetime Membership
- 4.9.1 Any person over the age of eighteen (18) who has rendered important service toward meeting the goals of OHC, has been a member in good standing for a minimum of five (5) years and has held the position of state officer or state director, as listed in Article V; regional mentor; state committee chairperson or state committee member for at least two (2) years, may be awarded a Lifetime Membership on the recommendation of the Merit Awards Committee, if approved by a majority vote of Executive Cabinet. Lifetime Members are exempt from paying dues and shall be entitled to one (1) vote and may hold office if eligible under Article V. A lifetime member is exempt from paying dues to the state or to his or her primary county chapter. Lifetime members must pay any additional chapter assessment.
- 4.10 Associate Membership
- 4.10.1 Associate membership is open to any group or individual desiring to support OHC. Associate members must be affiliated with and sponsored by a county chapter. Associate members are not permitted to vote or to hold office.
- 4.11 At Large Membership
- 4.11.1 Any member may be a member at large if he or she does not claim a county chapter affiliation. An active member at large shall have the benefits, voting and office holding rights of an individual, family, youth or lifetime member, whichever is applicable.
- 4.11.2 A member at large may not claim a chapter affiliation for the entire membership year.

#### 4.12 Multiple Chapter Memberships

- 4.12.1 Any member may join more than one county chapter. A “primary” chapter must be clearly declared and all dues and assessments paid to the primary chapter. Any member who joins one or more additional “secondary” chapters will only have to pay the individual county charges and assessments of those additional counties. Members who join multiple chapters are registered only in their primary chapter at the state and for state voting purposes, and may vote and hold office at the chapter level only in their primary county chapter.
- 4.12.2 Any chapter may allow their secondary members to vote and to hold office if approved by a 2/3 vote of the chapter primary members at a regular membership meeting after prior notice to all primary members a minimum of 30 days in advance in writing or by electronic media.
- 4.12.3 No member may change their primary chapter membership in any membership year.

### **5.0 ARTICLE V: STATE OFFICERS, DIRECTORS, EXECUTIVE CABINET**

#### 5.1 Officers

- 5.1.1 The officers shall be President, Vice President, Recording Secretary, Treasurer and five (5) Regional Representatives.
- 5.1.2 Officers shall have and perform the duties set forth in the Bylaws, the Standing Rules and under the parliamentary authority adopted by the OHC.
- 5.1.3 Each officer shall be an individual, family or lifetime member in good standing for two (2) or more years as of the commencement of the term of office, and must be a resident of Ohio.
- 5.1.4 No member may hold more than one elected state office concurrently.
- 5.1.5 Officers shall be elected to serve for a term of two (2) years or until their successor is duly elected or appointed.
- 5.1.6 The term of office shall begin January 1.
- 5.1.7 No member shall serve as President, Vice President, Secretary, or Regional Representative for more than two (2) consecutive elected terms in the same state office. A member may serve as Treasurer for multiple terms without limit.
- 5.1.8 If an officer cannot complete his or her term, the following shall apply:
  - 5.1.8.1 If the President is unable to complete the term, the Vice President shall fill the vacancy until the next General Membership meeting at which an election can be held.
  - 5.1.8.2 If the Vice President, Recording Secretary or Treasurer is unable to complete the term, the President shall appoint a temporary officer to serve until the next General Membership meeting at which an election can be held.
  - 5.1.8.3 If a Regional Representative is unable to complete the term, the county chapters’ presidents in that region shall, by majority vote, appoint a temporary representative to serve until the next meeting at which an election can be held.
- 5.1.9 All officers and directors are required to attend General Membership meetings and may be removed from their position by a majority vote of the members attending a General Membership meeting if absent for two (2) out of three (3) meetings in a row.
- 5.1.10 Officers shall conduct themselves professionally at all meeting and while in the performance of their duties.

5.2 Directors

5.2.1 The President shall appoint three (3) Directors who shall constitute the Board of Directors of the Corporation, shall advise the President as to the business of OHC, and perform such other duties as may be assigned by the President or the Executive Cabinet.

5.3 Executive Cabinet

5.3.1 The Executive Cabinet shall consist of the President, Vice President, Recording Secretary, Treasurer, three (3) Directors and five (5) Regional Representatives.

5.3.2 The immediate past President shall be a non-voting member of the Executive Cabinet.

5.3.3 The Executive Cabinet shall act as an executive committee of the OHC.

**6.0 ARTICLE VI: MEETINGS**

6.1 General Membership Meetings

6.1.1 The General Membership shall meet at least twice each calendar year in March and November. Notice of the date, time and place of each meeting shall be published in an OHC publication not less than one (1) month prior to the meeting.

6.1.2 A meeting may be postponed no more than 60 days from the original scheduled date, and notice of the rescheduled meeting date, time and place shall be published as soon as practicable.

6.1.3 Special meetings may be requested by two or more members of the Executive Cabinet. All requests for special meetings shall be submitted in writing to the Executive Cabinet which shall determine the date, time and place of the special meeting. Notice of any special meeting shall be published to the membership not less than ten (10) days before the meeting.

6.2 Executive Cabinet Meetings

6.2.1 The Executive Cabinet shall meet not less than two (2) times per year at a place, time and date selected by the President.

6.2.2 Notice of the date, time and place of each meeting shall be provided to the members of the Executive Cabinet not less than two (2) weeks prior to the meeting.

6.3 Committee Meetings

6.3.1 Committees shall meet periodically at a place, time and date selected by the committee chair.

6.3.2 Notice of the date, time and place of each meeting shall be provided to the members of the committee not less than two (2) weeks prior to the meeting.

6.4 Quorum

6.4.1 At a General Membership meeting, a quorum shall consist of the voting members present plus at least two officers.

6.4.2 At an Executive Cabinet meeting, a quorum shall consist of a majority of the members of the cabinet.

6.4.3 At a Committee meeting, a quorum shall consist of the committee members present plus the chair.

6.5 Attendance

- 6.5.1 General Membership meetings shall be open to members and guests, unless otherwise directed by the membership by a 2/3 vote.
- 6.5.2 Executive Cabinet meetings are open to members of the Cabinet and invited guests only.
- 6.5.3 Grievance Committee and Nominating Committee meetings are open only to the members of the respective committee and guests invited by the committee chair.
- 6.5.4 All other committee meetings are open to the members of the respective committee, active members and invited guests.

6.6 Parliamentary Authority

- 6.6.1 Roberts Rules of Order, Newly Revised, shall govern all assemblies of OHC and to the extent not inconsistent with the Charter, the Bylaws, the Standing Rules and any special rules of order which the OHC may adopt.

6.7 Decorum

- 6.7.1 OHC shall maintain order during its meetings. It is the duty of the presiding officer to compel the assembly to observe order.

**7.0 ARTICLE VII: ELECTIONS**

- 7.1 Elections of all officers, with the exception of the Regional Representatives, shall be held at the November General Membership meeting.

- 7.1.1 Regional Representatives shall be elected within their region by vote of the county chapters, casting one (1) vote each based on the outcome of a vote taken at the November meeting of the county chapter, with the results reported to the sitting Regional Representative for each region in writing or by e-mail. The candidate in each region receiving the largest number of votes shall be elected.

- 7.1.2 All officers other than Regional Representatives shall be elected by vote of those members voting at the November General Membership meeting. The candidate for each office receiving the largest number of votes shall be elected.

7.2 Nominations

- 7.2.1 Nominations for officers (other than Regional Representatives) shall be sent in writing to the Nominating Committee no later than September 1.
- 7.2.2 Nominations for officers (other than Regional Representatives) shall be published in an OHC publication at least ten (10) days prior to the November General Membership meeting.
- 7.2.3 Additional nominations (other than for Regional Representative) may be made from the floor at the November General Membership meeting.
- 7.2.4 Nominations for Regional Representative shall be made to the sitting Regional Representative prior to the November county chapter meetings and the sitting Regional Representative shall notify each county chapter as to the nominees prior to a vote being taken.

### 7.3 Voting

- 7.3.1 Only active members may vote in elections.
- 7.3.2 A paper ballot shall be used in all elections, which shall list each office to be elected, the candidates nominated for each office, and have one blank space for a write-in candidate for each office, unless otherwise directed by the membership by a 2/3 vote.
- 7.3.3 The election results for each office shall be read aloud to the assembly and the number of votes for each candidate shall be duly recorded.
- 7.3.4 Absentee ballots may not be cast or considered.

## **8.0 ARTICLE VIII: FINANCES**

- 8.1 OHC shall maintain a balanced operating budget that adequately represents anticipated income and expenses each year in consideration of all revenue received from membership dues and special programs.
- 8.2 OHC shall plan for the financial stability of the organization.

## **9.0 ARTICLE IX: COMMITTEES**

### 9.1 Bylaws

- 9.1.1 Chair of the Bylaws Committee shall be appointed by the President.
- 9.1.2 The Bylaws Committee shall consist of an appointed chair and two (2) members selected by the chair.
- 9.1.3 The committee shall oversee the creation and amendment of Bylaws, Standing Rules and any other foundation documents for the OHC.

### 9.2 Nominating

- 9.2.1 Chair of the Nominating Committee shall be nominated by the President but appointed by the Executive Cabinet at its first meeting of each year.
- 9.2.2 The Nominating Committee shall consist of an appointed chair, the Bylaws Committee chair (who shall be a permanent member), the Regional Representatives and two (2) members selected by the chair.
- 9.2.3 The committee shall preside over the nomination and election of officers in accordance with the Bylaws, the Standing Rules and the parliamentary authority adopted by the OHC.

### 9.3 Grievance

- 9.3.1 Chair of the Grievance Committees shall be nominated by the President but appointed by the Executive Cabinet at its first meeting of each year.
- 9.3.2 The Grievance Committee shall consist of an appointed chair, the Bylaws Committee chair (who shall be a permanent member) and the Regional Representative from the region in which the grievance originates.
- 9.3.3 The Grievance Committee shall address all grievances against members or county chapters, in accord with procedures set forth in the Standing Rules.

9.3.4 No disciplinary action may be taken at the OHC or at the County chapter level other than pursuant to the grievance process, except as noted in section 4.4.1, which allows the Executive Cabinet to impose disciplinary action.

9.4 Finance

9.4.1 The President shall appoint the chair of the Finance Committee, selecting a person with financial experience and leadership skills.

9.4.2 The Treasurer shall be a permanent member of this committee, but shall not serve as chair.

9.4.3 Each Regional Representative shall appoint a person with finance experience to represent that region on the Finance Committee.

9.4.4 The Finance Committee shall direct all financial accounts for OHC, including opening, closing or transferring funds between accounts or certificates of deposit.

9.4.5 The Finance Committee shall develop an annual budget that meets the balanced budget requirement.

9.4.6 No later than February 15, the Finance Committee shall conduct a review of the Treasurer's books and accounts for the preceding year and present the results to the Executive Cabinet.

9.5 Additional Standing and Special Committees

9.5.1 Additional standing committees may be established under the Standing Rules.

9.5.2 The duties of additional standing committees shall be described in the Standing Rules.

9.5.3 The President may appoint special committees to perform such functions and have such duties as he or she shall direct.

9.5.4 Chairs of additional standing and special committees shall be appointed by the President.

**10.0 ARTICLE X: COUNTY CHAPTERS**

10.1 County Chapter Organization

10.1.1 The membership (other than At Large members) shall be organized into Ohio county chapters which function independently and at the same time collectively with OHC as the parent organization.

10.1.2 The county chapters shall be known as [Name of County] Chapter of the Ohio Horsemen's Council, Inc.

10.1.3 Only one (1) chapter may exist in any county.

10.1.4 All chapters must have a minimum of four (4) primary members

10.1.4.1 The Executive Cabinet may dissolve a chapter with less than four (4) primary members

10.1.5 Each county chapter shall accept and comply with the Bylaws with the exception of Article V State Officers, Directors, Executive Cabinet; Article VI Meetings; Article VII Elections; Article VIII Finances; and Article IX Committees, and may adopt additional rules of governance not inconsistent with the Bylaws and Standing Rules of OHC.

10.1.6 OHC shall reimburse new county chapters not to exceed fifty dollars (\$50) for start-up expenses. Expense receipts or invoices must be submitted in writing to the Treasurer for consideration for reimbursement.

- 10.1.7 The county chapters shall keep minutes of all chapter general, executive and committee meetings which are subject to review by OHC officers or the Grievance Committee.
- 10.1.8 The work product of the officers and the committees of OHC is the property of OHC. The work product of a county chapter's officers and committees is the property of the county chapter.
- 10.1.9 Money earned by a county chapter shall be the sole property of that county chapter; however, on dissolution of any county chapter all funds or other assets belonging to that chapter shall become the property of OHC.
- 10.1.10 Any county chapter that desires to dissolve must provide thirty (30) days advance written notice to the OHC President.
- 10.1.11 If in the judgment of the OHC President, a county chapter is unable to effectively govern itself, the OHC Executive Cabinet may appoint one or more persons, including the Regional Representative for that county, to temporarily govern that chapter.
- 10.2 County Chapter Officers
- 10.2.1 The officers of each county chapter shall be President, Vice President, Recording Secretary and Treasurer. A county chapter may elect additional officers.
- 10.2.2 Each officer shall have and perform the duties customary to his or her office including the following: The President shall preside at all meetings of the county chapter and be responsible for maintaining order. The Vice President shall preside in the President's absence. The Treasurer shall provide to the members a written report of the finances of the chapter, listing all assets and expenditures, not less than quarterly. The Recording Secretary shall prepare and maintain written minutes of all meetings of the county chapter. A county chapter may designate additional duties for its officers.
- 10.2.3 Each officer shall be an active member of the county chapter in which he or she holds office for two (2) or more consecutive years as of the commencement of the term of office or have held any office in that chapter in the previous year. If no one accepts the nomination for a given office who meets the above requirement, then the office may be filled by any active member of that county chapter. Chapter officers must be an active chapter member at the commencement of the term of office.
- 10.2.4 Officers shall be elected to serve for a term of one (1) year or until their successor is duly elected or appointed. The term of office shall begin January 1.
- 10.2.5 Officers shall conduct themselves professionally at all meeting and while in the performance of their duties.
- 10.3 County Chapter Elections
- 10.3.1 County chapter elections shall take place between October 1 and November 30, at county chapter meetings. County chapter officers shall take office effective January 1.
- 10.3.2 Notice of the meeting date, time and place for County chapter elections shall be mailed to all members of each chapter at least twenty (20) days prior to the election.



10.4 County Chapter Meetings

10.4.1 Each county chapter shall hold meetings of the membership at such place, time and date as the county chapter President may determine.

10.4.2 A quorum shall consist of the voting members present plus at least two (2) of the officers listed in Section 10.2.1.

10.4.3 Roberts Rules of Order, Newly Revised, shall govern all assemblies of the county chapters.

10.5 County Chapter Committees

10.5.1 A county chapter may form one or more committees to further the business of the chapter. The county chapter President shall appoint all committee chairs and state the mission of each committee.

**11.0 ARTICLE XI: AMENDMENTS TO THE BYLAWS**

11.1 Proposed amendments to the Bylaws shall be submitted in writing to the Bylaws Committee for review and recommendation.

11.2 The Bylaws committee shall submit all proposed amendments together with its recommendations to the Executive Cabinet, which shall in turn submit the proposed amendments for a vote by the general membership at the next meeting.

11.3 Notice of any proposed amendment to the Bylaws shall be published in an OHC publication not less than two (2) weeks before the General Membership meeting at which a vote is to be taken on the proposed amendments.

11.4 A two-thirds (2/3) vote of the members voting at a General Membership meeting is required to adopt an amendment to the Bylaws.

**THESE BYLAWS REVOKE ALL PREVIOUS VERSIONS OF THE OHC BYLAWS AND ALL PREVIOUS VERSIONS ARE NULL AND VOID.**