



OHC Chapter Bylaws Template

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Document owner: Bylaws chair

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Some chapters have their own bylaws, some don't. I think it's a good idea to have the most important chapter rules clearly stated and available to the membership. The best way to do that is to create Chapter Bylaws and standing rules. It's challenging to write a good set of Bylaws. Robert's Rules includes guidance. In addition to the normal challenges to write Bylaws, the State OHC Bylaws require that all Chapter rules comply with the State OHC Bylaws and Standing Rules.

I've written a "Template" for Chapter Bylaws that you can download from this website, <https://www.ohconline.com> . Feel free to copy and paste from the template as you see fit. I hope that the template will serve as additional guidance to Robert's Rules to help write local OHC chapter Bylaws. The Bylaws Template is a tool that you may use to create local Bylaws, it's not a requirement. Keep in mind though, that you may not include anything in your local Bylaws or Standing Rules that conflict with the OHC State Bylaws and Standing Rules.

If you have any recommendations to improve the template, please send me your suggestions by email, bylaws@ohconline.com .

I am happy to help develop or update your chapter Bylaws. If you send me a draft version, I will send back comments. Please allow some time though. It can take me a few days to write a good set of comments.

List of Articles typically found in the bylaws of the average unincorporated society:

- 1) Name of the organization
- 2) Its Object or Mission
- 3) Members
- 4) Officers
- 5) Meetings
- 6) Executive Board (if needed)
- 7) Committees
- 8) Parliamentary Authority
- 9) Amendment of Bylaws (prescribing the procedure for making changes in the bylaws)

OHC Chapter Bylaw Recommendations

Black text is highly recommended

Red Text is an example or explanation

Green Text is optional, doesn't have to be in the Bylaws

1. Article 1: Name
 - 1.1. This organization shall be known as the _____ County Chapter of the Ohio Horsemen's Council, Inc. (OHC), a not-for-profit Ohio corporation.
2. Article II: Place of Business
 - 2.1. The principal place of business shall be the residential address of the current Chapter President, within the State of Ohio.
3. Article III: Mission
 - 3.1. The mission of the _____ County Chapter shall be the local execution of the mission, as stated in the Bylaws of the Ohio Horseman's Council, Inc
 - 3.2. Add to this as you see fit to highlight a mission statement that is unique to the local chapter.
4. Article IV Membership
 - 4.1. Chapter membership shall be as stated in the Bylaws of the Ohio Horseman's Council, Inc
5. Article V: Chapter Officers, Executive Cabinet
 - 5.1. Officers
 - 5.1.1. The chapter officers shall be, at a minimum, those officers required by the Bylaws of the Ohio Horseman's Council, Inc.
 - 5.1.1.1. May add other officers here, directors or trustees for example.
 - 5.1.2. No member may hold more than one elected chapter office concurrently.
 - 5.1.3. If an officer cannot complete his or her term, the following shall apply: Fill this in with the procedure that your local chapter would like to fill vacancies. If you have an executive cabinet, you can allow the executive cabinet to appoint a replacement for a vacant office, either to fill the rest of the term, or to fill the office until a replacement can be elected. You could give that authority to the President. See "Vacancies" in section 47 of Robert's Rules. Examples are listed below.
 - 5.1.3.1. If the President is unable to complete the term, the Vice President shall fill the vacancy until the next Chapter General Membership meeting at which an election can be held.
 - 5.1.3.2. If any other officer is unable to complete the term, the President shall appoint a temporary officer to serve until the next Chapter General Membership meeting at which an election can be held.
 - 5.2. Executive Cabinet
 - 5.2.1. The Executive Cabinet shall consist of the chapter officers
 - 5.2.2. The Executive Cabinet may act for the chapter when necessary between regular chapter meetings.
6. Article 6 Meetings
 - 6.1. General Membership Meetings
 - 6.1.1. General membership meetings shall be held as stated in the Bylaws of the Ohio Horseman's Council, Inc.
 - 6.1.2. Special Meetings may be held as required

- 6.1.2.1. State the requirements to schedule a special meeting, example, president may call or Executive cabinet may call
- 6.2. Executive Cabinet Meetings (only if you have an executive cabinet)
 - 6.2.1. The Executive Cabinet shall meet at a 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. The details could be modified
- 6.3. Committee Meetings
 - 6.3.1. Committees shall meet at a 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 Executive Cabinet not less than two (2) weeks prior to the meeting.
- 6.4. Quorum
 - 6.4.1. A quorum for a General Membership meeting shall be as stated in the Bylaws of the Ohio Horseman's Council, Inc.
 - 6.4.2. A quorum for an Executive Cabinet meeting shall consist of the majority of the members of the cabinet
 - 6.4.3. A quorum for a Committee meeting 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.
 - 6.5.2. Executive Cabinet meetings are open to members of the Cabinet and invited guests only.
 - 6.5.3. All other committee meetings are open to the members of the respective committee, invited active members and invited guests.
- 7. Elections
 - 7.1. Chapter elections shall be held as stated in the Bylaws of the Ohio Horseman's Council, Inc.
 - 7.2. A paper ballot shall be used in all elections, unless otherwise directed by the membership.
 - 7.3. 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. This is stated in Robert's Rules. It's optional here, but you can include it for emphasis.
 - 7.4. Absentee ballots may not be cast or considered.
- 8. Finances (This is optional, but a really good idea)
 - 8.1. The Chapter 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 The Chapter shall plan for the financial stability of the organization.
- 9. Committees
 - 9.1. Additional Standing and Special Committees(Optional, but a really good idea)
 - 9.1.1. List the basic function of each standing committee
 - 9.1.2. The specific duties of additional standing committees shall be described in the Standing Rules.
 - 9.1.3. State how the chairman is selected for each standing committee
 - 9.1.4. State how the members of each standing committee are selected.(Most common: President appoints the chairs, Chairman appoints the members)
 - 9.1.5. The President may appoint special committees to perform such functions and have such duties as he or she shall direct. (State how special committees are formed
 - 9.1.6. Chairs of additional standing and special committees shall be appointed by the President.
- 10. Parliamentary Authority

10.1.1. Parliamentary Authority shall be as stated in the Bylaws of the Ohio Horseman's Council, Inc.

11. Amendments to the Bylaws

11.1. Notice of any proposed amendment to the Bylaws shall be published in a chapter 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.

Rule Types

- Bylaws
 - Essential rules
 - Should not change often
 - Difficult to amend (advanced notice, 2/3 vote)
- Standing Rules
 - Long term rules that will be revised with the changing times
 - Can be amended with a majority vote without prior notice
- Temporary
 - Address a specific issue that is temporary in nature
 - Implemented by a Motion
 - Recorded in the minutes

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