

# OHIO HORSEMEN'S COUNCIL, INC.

## STANDING RULES

(Rev. November 10, 2019)

### 1.0 GENERAL

- 1.1 All OHC members shall conduct themselves in a manner to best represent the goals of the Ohio Horsemen's Council, Inc.
- 1.2 When members are disorderly, noisy, attack another member's motives, speak to other members directly instead of through the presiding officer or are otherwise disruptive to the assembly, the presiding officer, or any member by addressing the presiding officer, may demand that the member come to order. If the member continues to be disruptive the Bylaws Committee chair (or at the chapter level, the presiding officer) may ask the offending member to leave the meeting. The offending member or any member may appeal to the general membership. The presiding officer shall take an immediate vote of the assembly and the offending member will abide by a majority vote of the assembly. The Bylaws Committee chair may seek to remove any officer or any other member from any meeting for behavior indicating disregard for the Bylaws, the Standing Rules or parliamentary procedure.

### 2.0 MEMBERSHIP DUES

- 2.1 Annual dues are:
  - Individual \$20.00
  - Family \$30.00
  - Youth \$10.00
  - Associate \$35.00

- 2.2 The annual dues payment shall be split as follows:

Membership Type	Dues Amount	State Portion	Chapter Portion
Individual	\$20.00	\$17.00	\$3.00
Family	\$30.00	\$25.00	\$5.00
Youth	\$10.00	\$7.00	\$3.00
Associate	\$35.00	\$29.00	\$6.00

### 3.0 OFFICERS, DIRECTORS

- 3.1 Nominees for an elected state office shall have previously served as a County chapter officer or have been a member of a state OHC committee.
- 3.2 The President shall:
  - 3.2.1 Preside at all meetings.
  - 3.2.2 Serve as the official representative of OHC on the state and national levels.
  - 3.2.3 Report at each General Membership meeting and each Executive Cabinet meeting and prepare an annual written report to the membership.
  - 3.2.4 Sign documents on behalf of OHC.
  - 3.2.5 Make appointments as specified in the Bylaws or as otherwise necessary to the business of the OHC.
  - 3.2.6 Serve as an ex officio member of all committees, whether formed pursuant to the Bylaws or as an additional standing or special committee, except the Nominating Committee and the Grievance Committee.

- 3.2.7 Direct the Recording Secretary in the preparation of an agenda for each meeting.
- 3.2.8 Perform such other duties as usually or customarily pertain to the office, or as may be assigned by the Executive Cabinet.
- 3.2.9 At Executive Cabinet and General Membership meetings, the President shall:
  - 3.2.9.1 Call the meeting to order on time.
  - 3.2.9.2 Announce the business before the assembly in the order prescribed in the agenda.
  - 3.2.9.3 Determine the presence of a quorum.
  - 3.2.9.4 Recognize members who are entitled to the floor.
  - 3.2.9.5 Process all motions.
  - 3.2.9.6 Expedite business.
  - 3.2.9.7 Rule on any points of order.
  - 3.2.9.8 Conduct the meeting in a fair and equitable manner.
- 3.3 The Vice President shall:
  - 3.3.1 Preside over meetings when the President is absent or must vacate the chair, and fill any vacancy in the office of President.
  - 3.3.2 Be familiar with the President's duties.
  - 3.3.3 Serve as an ex officio member of all committees, whether formed pursuant to the Bylaws or as an additional or special committee, except the Nominating Committee and the Grievance Committee.
  - 3.3.4 Work with Regional Representatives on membership development.
  - 3.3.5 Perform such other duties as the President or the Executive Cabinet may assign.
- 3.4 The Recording Secretary shall:
  - 3.4.1 Prepare and distribute an agenda for each meeting at the direction of the President.
  - 3.4.2 Distribute meeting materials to the members in attendance before meetings of the General Membership.
  - 3.4.3 In the absence of the President and the Vice President, the Recording Secretary shall call meetings to order and immediately conduct an election for a chairman pro tem, who thereafter shall conduct the meeting.
  - 3.4.4 Maintain record books in which the minutes and all of the governing documents including the Bylaws and Standing Rules are entered, and have the current record books on hand at every meeting of the General Membership and Executive Cabinet.
  - 3.4.5 Maintain a list of the current membership and a list of the current committees and their members.
  - 3.4.6 Maintain an attendance list for each meeting.
  - 3.4.7 Prepare ballots for any ballot vote.
  - 3.4.8 Keep minutes of what occurs at each meeting of the General Membership and Executive Cabinet.

- 3.4.9 If any governing documents are to be amended at a meeting, the Recording Secretary shall first put in written form the exact wording of the change, shall read the proposed change out loud at the meeting, and shall distribute to members written copies of the proposed change on request.
- 3.4.10 Deliver all of the OHC records entrusted to his or her care, including minutes, files, documents and electronically stored information to the incoming Recording Secretary within two (2) weeks of the new secretary taking office.
- 3.4.11 Notify officers, committee chairs, lifetime and associate groups of their election or appointment and furnish committees with whatever documents are required for the performance of their duties.
- 3.5 The Treasurer shall:
  - 3.5.1 Receive and disburse all incoming money on the order of the Executive Cabinet.
  - 3.5.2 Assure that all funds are accounted for accurately and in a timely manner.
  - 3.5.3 Work with the Finance Committee to prepare a budget for the next fiscal year which shall be presented to the General Membership at the November meeting.
  - 3.5.4 Keep appropriate records for yearly audit, accounting and budgeting needs.
  - 3.5.5 Oversee professional preparation of the OHC tax forms.
  - 3.5.6 Sign all checks and maintain proper accounts which shall be open to inspection by the President, Executive Cabinet and any authorized auditor.
  - 3.5.7 Prepare and present a typewritten, comprehensive Treasurer's Income & Expense Report (year to date) at each meeting of the General Membership and the Executive Cabinet, and at such other times as the President or the Executive Cabinet may require.
  - 3.5.8 Assist the President in financial matters concerning County chapters and committees.
  - 3.5.9 Annually publish in an official OHC publication the deadline of January 10 as being the final date for submission of requests for reimbursement for all authorized expenditures during the preceding year, and shall not give consideration to such requests presented after January 10.
- 3.6 The Regional Representatives shall:
  - 3.6.1 Be a primary member of a chapter in the region which he or she represents.
  - 3.6.2 Serve as an interface and advisor among the county chapters in their region and between the county chapters in their region and the state OHC.
  - 3.6.3 Host a minimum of one (1) meeting per year with the county chapter presidents from their region.
  - 3.6.4 Attend Grievance Committee meetings at which a grievance arising in their region is considered.
- 3.7 The Corresponding Secretary shall:
  - 3.7.1 Be appointed by the President.
  - 3.7.2 Publish in an official OHC publication a notice of each meeting of the General Membership at least one (1) month in advance of the meeting. The notice shall include the date, time and place of the meeting and also list all matters known to be due for consideration at this meeting.
  - 3.7.3 Conduct the general correspondence of the OHC as directed by the President or the Executive Cabinet.

3.8 The Directors shall:

- 3.8.1 Determine the date, time and location of the General Membership meetings.
- 3.8.2 Oversee the annual audit and any special audits of the financial records of OHC, including the books of the Treasurer.
- 3.8.3 Perform such other duties as usually or customarily pertain to the office or as may be assigned by the President or the Executive Cabinet.

3.9 The Regional Mentors shall:

- 3.9.1 Be appointed by the President.
- 3.9.2 Be a primary member of a chapter in the region which he or she represents.
- 3.9.3 Assist the Regional Representative in his or he region with oversight of daily issues pertaining to the county chapters in their region.
- 3.9.4 Perform such other functions as may be assigned by the President or the Executive Cabinet.

3.10 The Executive Cabinet shall:

- 3.10.1 Issue and keep current an OHC Document Retention and Destruction Policy.
- 3.10.2 Issue and keep current an OHC Conflict of Interest and Annual Statement Policy.
- 3.10.3 Issue and keep current an OHC Whistleblower Policy.

#### **4.0 COMMITTEES**

4.1 Grievance Committee

- 4.1.1 All grievances must be submitted in writing by certified mail to the Grievance chair. Oral grievances will not be considered. The grievance must be accompanied by a filing fee in the amount as established by the Grievance Committee Chair, up to a maximum of \$200.
- 4.1.2 Each party against whom the grievance is brought must be mailed notice of the grievance by the Grievance Committee chair by certified mail within ten days of receipt of the grievance. Each party against whom the grievance is brought shall provide the Grievance Committee with a written position statement within two weeks of receipt of notice of the grievance.
- 4.1.3 Prior to initiating a grievance, the aggrieved party should request that his or her county chapter President or other chapter officer contact the Regional Representative. An attempt should be made to resolve the problem in this initial contact. If unsuccessful, the Regional Representative and the Grievance Committee Chair, Bylaws Committee Chair or a Director, as selected by the state OHC President, should meet with the parties, separately if necessary, to seek a resolution acceptable to all parties. The Regional Representative and the selected state representative should make recommendations and assist in establishing an action plan for resolution. If this process is not successful, the grievance may proceed. The Grievance Committee may also attempt to mediate the grievance. Voluntary participation by all interested parties is encouraged.
- 4.1.4 The Grievance Committee shall begin consideration of the grievance not less than thirty (30) days after mailing notice to the party against whom the grievance is brought, and shall either submit the grievance to the Executive Cabinet or issue a decision letter within sixty (60) days thereafter; provided however, that every grievance brought against a county chapter shall be submitted for consideration by the Executive Cabinet.

- 4.1.5 If the Grievance Committee does not submit the grievance to the Executive Cabinet, the chair of the committee shall send a letter to each interested party, by certified mail, within ten (10) days of reaching a decision, stating the committee's decision, which will be based on whatever submissions were received from the parties and any additional information collected by the committee.
- 4.1.6 If the grievance is submitted to the Executive Cabinet, then
  - 4.1.6.1 The chair of the Grievance Committee will schedule a hearing, and
  - 4.1.6.2 Not less than ten (10) days prior to the hearing the chair of the Grievance Committee will notify each interested party by certified mail, and all members of the Executive Cabinet by mail or email, of the date, time and place of the hearing.
  - 4.1.6.3 The Grievance Committee may suspend any party against whom the grievance is brought until the grievance process is finished, if such suspension is considered to be in the best interest of the OHC or a Chapter of the OHC. The chair of the Grievance Committee will send a suspension notice to each suspended party by certified mail together with the notice of the hearing.
- 4.1.7 The person bringing the grievance must personally attend the hearing before the Executive Cabinet. Nonattendance may result in the grievance being dismissed with no further action.
- 4.1.8 The Executive Cabinet hearing will be chaired by the Grievance Committee chair or its designee. Interested parties may present witnesses or documents in support of their position. The person bringing the grievance has the burden of persuasion by the greater weight of the evidence. Any decision will be based on majority vote of those persons who are in attendance as members of the Executive Cabinet.
- 4.1.9 A decision will be presented in writing to the President no later than ten (10) days after conclusion of the hearing. The President shall promptly notify the interested parties and provide them with a copy of the written decision.
- 4.1.10 One appeal of any decision of the Grievance Committee or the Executive Cabinet may be made by any interested party. Written notice of the appeal must be provided to the chair of the Grievance Committee within sixty (60) days of the decision. The appeal shall be considered on the record then existing at the next Executive Cabinet meeting, which shall issue a written decision within ten (10) days after the meeting affirming, reversing or modifying the original decision. The appeal decision is binding on the parties and shall be considered a final determination of the grievance, except as set forth in 4.1.13 below.
- 4.1.11 Disciplinary actions that OHC can impose on members are written reprimand, suspension or expulsion. Expulsion means that a person may not attend any OHC or county chapter meetings or functions.
- 4.1.12 Disciplinary actions that OHC can impose on a county chapter are suspension or expulsion. Expulsion means that the county chapter must dissolve. No county chapter while on suspension shall have any Executive Cabinet voting privileges.
- 4.1.13 If a grievance results in a decision to expel a member or a chapter, that decision must be ratified by a two-thirds vote of members voting at a General Membership meeting.
- 4.2 Finance Committee
  - 4.2.1 The Finance Committee will solicit written budget input from all officers and committee chairpersons.
    - 4.2.1.1 By October 1, each state officer and committee chair must submit to the Finance Committee a proposed Income & Expense Budget for the following year.

- 4.2.2 The budget will be presented to the Executive Cabinet for approval, and then to the general membership at the November meeting.
- 4.2.3 From time to time, the Finance Committee will propose to the Executive Cabinet changes to the dues structure based on the organization's financial health, including projections.
- 4.3 Bylaws Committee
  - 4.3.1 The Bylaws Committee shall review all proposed amendments to the OHC Bylaws and to the Standing Rules.
  - 4.3.2 The Bylaws Committee shall submit recommendations on proposed amendments to the Executive Cabinet before action is taken by the General Membership.
  - 4.3.3 The Bylaws Committee shall also assist in interpreting the spirit of the Bylaws and Standing Rules and in securing the proper observance of all obligations, standards and practices arising thereunder.
- 4.4 Nominating Committee
  - 4.4.1 Any member of the Nominating Committee nominated for a state office may not participate in the work of the Committee until after the election in which he or she is nominated is finalized.
- 4.5 Additional Standing Committees
  - 4.5.1 Insurance Committee
    - 4.5.1.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
    - 4.5.1.2 Shall review applications for Special Events coverage and make a determination as to whether coverage may be afforded. The chair has the right to accept or reject coverage based on eligibility. If in question, the chair shall defer to the agent or insurance company.
    - 4.5.1.3 Shall verify that appropriate fees have been paid with all funds forwarded to the Treasurer. Accurate records shall be kept of all transactions including correspondence, requests and special events.
    - 4.5.1.4 Shall administer the Equine Liability Insurance Program including review and approval of all applications, and oversight of any claims presented.
    - 4.5.1.5 Shall publish to the membership in official OHC publications, in accordance with the insurance companies and the agents, the rules, regulations and policy terms and conditions governing coverage and the securing thereof.
  - 4.5.2 Membership Committee
    - 4.5.2.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
    - 4.5.2.2 Shall maintain a permanent and accurate record of all current members of OHC.
    - 4.5.2.3 County chapters, members and prospective members must use the current official OHC forms for membership and other reporting. These forms can be found on the OHC website or can be requested from the responsible state committee.
    - 4.5.2.4 An OHC membership does not commence or renew until a proper form of application, fully completed, signed and accompanied by payment of the applicable dues, is received by the OHC. The OHC reserves the right to return an incomplete or improper application without processing.

- 4.5.2.5 Not less than twice monthly, county chapters must send to the Membership Committee chair all completed and signed new member applications.
- 4.5.2.6 Shall provide membership information to the Executive Cabinet, the officers, directors and committee chairs as needed.
- 4.5.3 Merit Awards Committee
  - 4.5.3.1 Shall consist of a chair plus two (2) members.
  - 4.5.3.2 Shall determine and award such merit awards as deemed suitable and deserving.
    - 4.5.3.2.1 Shall recommend a Gibby Award recipient to the OHC Executive Cabinet annually.
    - 4.5.3.2.2 Shall recommend lifetime member recipients to the Executive Cabinet when deemed suitable by the awards committee
  - 4.5.3.3 Shall publish from time to time in an official OHC publication the requirements for merit award nominations.
- 4.5.4 Communications Committee
  - 4.5.4.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair, with sub-committee chairs as necessary.
  - 4.5.4.2 Shall be responsible for publishing and mailing of the OHC Newsletter, which is the official publication of the OHC.
  - 4.5.4.3 Shall be responsible for creating and maintaining the OHC website.
  - 4.5.4.4 Shall be responsible for formatting, on a monthly basis, any reports, county chapter news or articles for publication in the Horsemen's Corral.
  - 4.5.4.5 Shall periodically publish to the membership in an official OHC publication the deadline dates for each publication, to whom and in what format information should be forwarded.
- 4.5.5 Public Relations/Special Events Committee
  - 4.5.5.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
  - 4.5.5.2 Shall promote OHC at functions and within the public media.
  - 4.5.5.3 Shall coordinate and periodically publish a calendar of State OHC rides.
- 4.5.6 Trail Committee
  - 4.5.6.1 Shall consist of a chair and at least one (1) representative from each region.
  - 4.5.6.2 Shall be responsible for the promotion and development of trails for horses in all areas of the state of Ohio, and for working with the necessary agents and land managers for that purpose.
  - 4.5.6.3 Shall organize and coordinate trail improvement efforts with OHC members and other trail user groups in Ohio.
- 4.5.7 Trail Mileage Committee
  - 4.5.7.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
  - 4.5.7.2 Shall maintain records of miles ridden on trails by OHC members and publish yearly totals.

- 4.5.7.3 On or before January 31 of each year, each county chapter must provide the Trail Mileage Committee chair with a list of that county's members' trail mileage and maintenance hours worked, as reported for the previous year. The Trail Mileage Committee will publish a form for reporting this information.
- 4.5.7.4 Shall determine and present annual awards relating to trail mileage.
- 4.5.8 Youth Committee
- 4.5.8.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
- 4.5.8.2 Shall be responsible for determining and implementing OHC youth programs.
- 4.5.8.3 Shall publish to county chapter presidents the schedules, rules and guidelines by April 1 of each calendar year.
- 4.5.9 State Trail Rides Committee
- 4.5.9.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
- 4.5.9.2 Shall coordinate and schedule one or more state OHC trail rides each calendar year.
- 4.5.9.3 Shall publish prior to January 1st each year, a calendar of state OHC trail rides for that year and publish updates to the calendar as required to keep it current.
- 4.5.9.4 Shall publish and maintain a State Trail Ride Guidelines document.
- 4.5.10 Legislative Affairs Committee
- 4.5.10.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
- 4.5.10.2 Shall collect information concerning national, state and local legislative and regulatory matters pertaining to the equine industry.
- 4.5.10.3 Shall make recommendations to the Executive Cabinet as to positions to be taken by the OHC concerning legislative or regulatory matters.
- 4.5.10.4 Shall work with the President and other authorized representatives of OHC to present OHC's position on legislative and regulatory matters.
- 4.5.10.5 Shall periodically publish to the membership information concerning legislative and regulatory matters of interest to OHC.
- 4.5.11 History Committee
- 4.5.11.1 Shall consist of a chair and any number of committee members as deemed necessary by the chair.
- 4.5.11.2 Shall maintain an OHC History File.
- 4.5.11.3 Shall add each year to the OHC History File a description of the OHC's major accomplishments for that calendar year.
- 4.5.11.4 Shall post the OHC History File on the OHC website.
- 4.6 Special Committees
- 4.6.1 Special committees appointed by the President or the Executive Cabinet shall have limited tenure and shall report directly to the President.



## **5.0 AMENDMENTS TO THE STANDING RULES**

- 5.1 These Standing Rules can be amended at any General Membership meeting on a motion and second and a majority vote of those members present and voting.
- 5.2 No prior notice or publication is required as to a proposed amendment to these Standing Rules; however, the proposed amendment must be submitted in writing to the Recording Secretary prior to a vote being taken.

## **6.0 COUNTY CHAPTERS**

- 6.1 On or before January 15 of each year, each county chapter shall provide the state Recording Secretary with a current list of the county chapter officers, including their name, address, telephone number and e-mail address.
- 6.2 County chapters should send one or more representatives to each OHC General Membership meeting and to each of their region's meetings.
- 6.3 Each county chapter shall provide the state Recording Secretary a current e-mail address to which the OHC may send information of interest to the chapters.
- 6.4 County chapters should prepare and send to each new member a welcome packet which contains:
  - 6.4.1 Membership card(s) and insurance documents, if applicable, and the OHC Bylaws and Standing Rules; or, a notice that these documents may be viewed and printed from the OHC website at <https://ohconline.com>, and
  - 6.4.2 Any additional information that the county chapter chooses to include.