

Warren County Chapter

OHIO HORSEMEN'S COUNCIL, INC.

BYLAWS

(February 10, 2022)

1. Article 1: Name

- 1.1. This organization shall be known as the Warren 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 Warren County Chapter shall be the local implementation of the mission, as stated in the Bylaws of the Ohio Horsemen's Council, Inc.
- 3.2. The Warren County Chapter shall coordinate the maintenance and improvement of the bridle trails and horsemen's facilities at the Caesar Creek State Park.

4. Article IV: Membership

- 4.1. Chapter membership shall be as stated in the Bylaws of the Ohio Horsemen's Council, Inc.

5. Article V: Chapter Officers, Trustees, and Executive Cabinet

5.1. Officers

- 5.1.1. The chapter officers shall be:

President, Vice President, Recording Secretary, and Treasurer.

- 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:

- 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. Trustees

- 5.2.1. The President shall appoint three (3) Trustees, who shall constitute the Board of Trustees of the Chapter.
- 5.2.2. A Trustee may not hold an elected chapter office concurrently.
- 5.2.3. The Trustees shall advise the President as to the business of Chapter, 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 chapter officers and the three Trustees.
- 5.3.2. The Executive Cabinet may act for the chapter when necessary between regular chapter meetings.

6. Article VI: 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 requested by two or more members of the Executive Cabinet. All requests for special meetings shall be submitted to the President who 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 at a time and date selected by the President.

6.3. Committee Meetings

- 6.3.1. Committees shall meet periodically at a place, time and date selected by the Committee Chair.

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. Article VII: 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 result for each office shall be read aloud to the assembly and the number of votes for each candidate shall be duly recorded.
- 7.4. Absentee ballots may not be cast or considered.

8. Article VIII: Finances

- 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.
- 8.3. Finance Audit
 - 8.3.1. The Chapter books shall be audited annually by the Chapter Trustees.
 - 8.3.2. An audit report, detailing the findings of the audit shall be presented to the membership at the first Chapter General Membership meeting of each year, unless otherwise directed by the membership.

9. Article IX: Committees

- 9.1. Committee Chairs shall be appointed by the President.
- 9.2. Committees shall consist of an appointed chair and additional members selected by the chair, except the Budget Committee and the Nominating Committee.
- 9.3. The President shall be an ex-officio member of all committees.
- 9.4. Committee Chairs shall submit an annual budget request to the Budget Committee by a date determined by the Budget Committee Chair.
- 9.5. Each Committee Chair may spend up to the budgeted amount approved by the membership.
- 9.6. The Standing Committees shall be:
 - 9.6.1. Budget Committee
 - 9.6.1.1. The Budget Committee shall consist of an appointed chair, the Treasurer, and additional members selected by the chair.
 - 9.6.1.2. The Budget Committee shall create an annual Chapter budget and present budget to the chapter for approval.

9.6.2. Bylaws Committee

9.6.2.1. The Bylaws Committee shall oversee the creation and amendment of Bylaws, Standing Rules and any other foundation documents of the Chapter.

9.6.3. Calendar Committee

9.6.4. Communications Committee

9.6.4.1. The Communications Committee shall manage the chapter's printed and digitally distributed information which may include but is not limited to newsletters, emails and social media.

9.6.5. Correspondence Committee

9.6.6. Horsemen's Corral Report Committee

9.6.7. Membership Committee

9.6.8. Mileage Report Committee

9.6.9. Nominating Committee

9.6.9.1. The Nominating Committee shall be composed of the three Trustees.

9.6.10. Trails Committee

9.6.11. Additional Standing and Special Committees

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

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

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

10. Article X: Parliamentary Authority

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

11. Article XI: 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.

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