

Warren County Chapter
OHIO HORSEMEN'S COUNCIL, INC.

STANDING RULES

(February 10, 2022)

1. Article I, OFFICERS, TRUSTEES

1.1. The President shall:

- 1.1.1. Perform the duties as stated in the Bylaws of the Ohio Horsemen's Council, Inc
- 1.1.2. Serve as the official representative of the Chapter on the state levels and to agencies outside OHC
- 1.1.3. Sign documents on behalf of the Chapter
- 1.1.4. Make appointments as specified in the Bylaws or as otherwise necessary to the business of the Chapter
- 1.1.5. Direct the Recording Secretary in the preparation of an agenda for each meeting
- 1.1.6. Chair the Executive Cabinet

1.2. The Vice President shall:

- 1.2.1. Perform the duties as stated in the Bylaws of the Ohio Horsemen's Council, Inc
- 1.2.2. Be familiar with the President's duties
- 1.2.3. Perform such other duties as the President or the Executive Cabinet may assign

1.3. The Recording Secretary shall:

- 1.3.1. Perform the duties as stated in the Bylaws of the Ohio Horsemen's Council, Inc
- 1.3.2. Prepare and distribute an agenda for each meeting at the direction of the President
- 1.3.3. 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
- 1.3.4. 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

1.4. The Treasurer shall:

- 1.4.1. Perform the duties as stated in the Bylaws of the Ohio Horsemen's Council, Inc
- 1.4.2. Receive and disburse all incoming money in accordance with the approved budget.
- 1.4.3. Work with the Finance Committee to prepare a budget for the next fiscal year which shall be presented to the General Membership at the January meeting, unless otherwise directed by the membership
- 1.4.4. Keep appropriate records for yearly audit, accounting and budgeting needs
- 1.4.5. Sign all checks and maintain proper accounts which shall be open to inspection by the President, Executive Cabinet, Trustees and any authorized auditor
- 1.4.6. Prepare and present a written, 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
- 1.4.7. Assist the President in financial matters concerning County Chapter and Committees

2. Article II, STANDING COMMITTEE DUTIES AND ADDITIONAL STANDING COMMITTEES

2.1. Calendar Committee

- 2.1.1. Shall plan and keep current a Chapter event calendar

2.2. Communications Committee

- 2.2.1. Shall write a Chapter newsletter at regular intervals and distribute the newsletter to the Chapter membership, and others as chosen by the Committee Chair
- 2.2.2. Shall manage any Chapter social media page(s)
 - 2.2.2.1. Chapter President shall be given administrator authority to all chapter social media pages
 - 2.2.2.2. Chapter President may appoint a social media manager(s) who shall be given administrator privileges

2.3. Correspondence Committee

- 2.3.1. Shall send greeting cards to Chapter members as requested by the membership

2.4. Founder's Day Committee

- 2.4.1. Shall plan and present the Founder's Day dinner, held on the last Saturday of September, or as otherwise chosen by the Committee Chair

2.5. Great Tack Exchange Committee

- 2.5.1. Shall plan and lead the annual Great Tack Exchange event, held on the second Sunday of March, or as otherwise chosen by the Committee Chair

- 2.6. Horsemen's Corral Report Committee
 - 2.6.1. Shall write and submit a "County Lines" article for the *Horsemen's Corral* monthly publication
- 2.7. Membership Committee
 - 2.7.1. Shall maintain a current list of Chapter members
 - 2.7.2. Shall issue membership cards to active members
- 2.8. Mileage Report Committee
 - 2.8.1. Shall collect trail mileage and saddle hours from individual members
 - 2.8.2. Shall compile an annual Chapter mileage report and submit this report to the state OHC Mileage Committee
- 2.9. Nominating Committee
 - 2.9.1. Shall prepare a slate of officer candidates for the annual election
- 2.10. Trails Committee
 - 2.10.1. Shall plan and lead trail and horse camp work days
 - 2.10.2. Shall suggest trail and horse camp improvement projects to the membership

3. Article III, AMENDMENTS TO THE STANDING RULES

- 3.1. These Standing Rules can be amended at any General Membership meeting by a normal motion and a majority vote.
- 3.2. No prior notice or publication is required as to a proposed amendment to these Standing Rules.
- 3.3. Any motion passed at a General Membership meeting of long standing duration may be added to the Standing Rules without an additional motion or vote.