

MADISON COUNTY CHAPTER OF THE OHIO HORSEMEN'S COUNCIL

BYLAWS

ADOPTED: May 7, 2015

ARTICLE I – NAME AND MISSION

1.1: The name of the organization shall be Madison County Chapter of the Ohio Horsemen's Council, operating under the By-Laws, Standing Rules, and governing authority of the Ohio Horsemen's Council, Inc. (OHC), a not-for-profit, a 501 (c)(4) exemption, an Ohio corporation. Robert's Rules Of Order, Newly Revised edition, shall govern all meetings and to the extent not consistent with the Bylaws and the Standing Rules.

1.2: The mission of the organization shall be to develop and promote, in a social climate, social welfare, charitable, educational, recreational purposes, and the sport of horsemanship in adherence to the purpose of the Ohio Horsemen's Council, Inc.

ARTICLE II – MEMBERSHIP AND DUES

2.1: Membership qualifications and classifications shall follow the state bylaws.

2.2: Membership dues shall be set by the state.

ARTICLE III – OFFICERS

3. 1: The Executive Board of the Madison County Chapter of the Ohio Horsemen's Council shall consist of the President, Vice-President, Secretary, and Treasurer and shall be called the executive board. The duties of the board shall be to research business between regularly scheduled general membership meetings in preparation for presentation to general membership. The executive board may approve emergency expenditures of an amount not to exceed \$50.00.

3.2: Election of Officers shall take place by a majority vote of the members voting at the November chapter meeting. Candidates must be nominated by a fellow chapter member by submitting the nomination to the Nominating Committee Chairman. The Chairperson shall verify acceptance of the nomination with the nominee. Nominations shall be accepted from the floor prior to the election taking place.

3.3: Prior to the vote being taken, role shall be called by the secretary and the treasurer shall verify eligibility of members to vote. Vote will be conducted by paper ballot and counted by the nominating committee. Final result shall be announced and recorded by the secretary.

3.4 Absentee ballots may not be cast or considered.

3.5 The sitting President shall send to the OHC State Secretary the names, email addresses, and telephone numbers of the newly elected officers no later than November 30.

ARTICLE IV – GENERAL DUTIES OF OFFICERS

4.1: Interpret and enforce the OHC Bylaws and Rules and Regulations. Be familiar with and follow Robert's Rules of Order Newly Revised.

4.2: Attend general membership meetings and be prepared to report on areas of responsibility relevant to their office. If an officer is absent from more than two consecutive meetings or absent more than three total meetings during their current elected term, they may be considered for removal from office.

4.3: Be familiar with and follow Roberts Rules of Order Newly Revised edition, as the parliamentary authority for all meetings of the chapter unless otherwise agreed to by the participants by a two-thirds vote.

4.4: All officers shall be entitled to vote at general membership meetings and at the election of officers.

ARTICLE V – SPECIFIC DUTIES OF OFFICERS

5.1: PRESIDENT

1) Shall be the chief executive officer of the Madison County Chapter of the OHC and preside at all meetings of the general membership.

2) Appoint all committee chairpersons. Maintain an interest in all committees.

3) Represent the Madison County Chapter at state and regional level functions.

4) Provide an agenda for all meetings.

5) Conduct a budget meeting in January of each year to prepare a balanced budget to be presented to the general membership at the February meeting. The budget committee shall include the executive cabinet and two general members appointed by the President.

5.2: VICE-PRESIDENT

1) In the absence of the president, the vice-president shall have the powers and shall perform the duties of the president.

2) Serve as an ex-officio member of all committees, be of assistance to these committees as needed, and stay current on committee business.

5.3: SECRETARY

1) Maintain a list of the current members and maintain the roll of individuals at meetings.

2) Record the minutes of the proceeding at general membership and executive cabinet meetings. Maintain an ongoing record of all recorded minutes, have these records available at all general membership meetings, pass these records on to incoming secretary, and be responsible for storage of these records while in office.

3) Maintain all records and correspondence of the chapter.

4) Maintain a group email list in order to ensure that notices to the general membership are duly given in a timely manner.

5.4: TREASURER

- 1) Be responsible for the care and custody of the Chapter's funds by keeping accurate and full accounts of receipts and disbursements.
- 2) Report in current and detailed writing, including a list of all assets and expenditures, and have available for review the state of the finances at every general membership meeting or whenever requested by the President, maintain an ongoing record of chapter finances, deliver these records to incoming treasurer, and be responsible for storage of these records while in office.
- 3) Make all disbursements and deposits in a timely manner in order to keep Chapter in good standing.
- 4) Submit the required yearly income and expense report to the State Treasurer before January 10. A copy of this report will be given to the Chapter Secretary to be included in the permanent records of the chapter.
- 5) Have treasurer's records ready to present for fiscal yearly audit at the February meeting. The audit will be conducted by two members of the chapter appointed by the President. They will report the state of the audit at the March meeting and a vote shall be approved by a majority of the members voting at said meeting to accept their findings.
- 6) Keep an ongoing record of all donations and contributions related to projects and trail maintenance performed by the chapter.

ARTICLE VI – STANDING COMMITTEES

- 6.1 The President shall appoint all standing committees chairmen and approve all committee members.
- 6.2 Committee chairpersons shall be prepared to report on the progress of their committee at monthly general membership meetings.

ARTICLE VII – BYLAWS AND AMENDMENTS

- 7.1: Amendments to the Bylaws must be approved by two-thirds of the voting members voting at a general membership meeting.
- 7.2: Proposed amendments may be submitted for consideration by any member or officer of the chapter to the Bylaws Chairman.
- 7.3: Proposals should include the number and text of the current amendment or rule, the text of the proposed amendment or rule, and the reason for the change.
- 7.4: Amendment proposals shall be published and distributed to members for study not less than least two weeks prior to the meeting at which the proposal shall be considered and voted upon.