

## **By-Laws**

### GOLDEN GATE ARABIAN HORSE ASSOCIATION

#### ARTICLE I

##### **Name, Place of Business, Objectives**

SECTION 1. Name: This association shall be known as the Golden Gate Arabian Horse Association; a non-profit organization.

SECTION 2. Place of Business: The place of business will be in the counties north of San Francisco, CA.

SECTION 3. Objectives: Promote fellowship and good sportsmanship among owners of the Arabian horse and to cooperate constructively with all groups for the betterment of all horses. To promote activities for stimulating interest in the Arabian horse and for the pleasure of its members.

#### ARTICLE II **Officers and Terms of Office**

SECTION 1. Officers: The officers shall consist of President, Vice-President, and a board of eleven (11) directors. The President to appoint his Corresponding Secretary, Membership Secretary, and Treasurer.

SECTION 2. Terms of Office: The newly elected officers shall be installed at the October general membership meeting and shall hold office until their successors are installed. The President and Vice-President shall be elected to office for one (1) year. Board members shall be elected each year to a two-year term to fill vacancies on a rotating basis. The past President will automatically serve as a Board member for the year following the term as President.

SECTION 3. General Qualifications: The offices of President and Vice-President shall be held by persons who have been members for one (1) year or longer.

SECTION 4. Replacement of an Officer unable to serve out their term: In the event that the Vice-President or any of the Board of Directors is not able to serve his/her elected term of office, the President is empowered to appoint a replacement subject to the approval of the Board of Directors, to serve for the remainder of the term of that office.

SECTION 5. Should any elected club officer or board member have four excused absences within a calendar year it shall require a majority vote of the Board of Directors for that member to retain his/her seat. Board members must notify the President or Corresponding Secretary of an absence prior to the Board Meeting. The board will then approve or disapprove the absence. Four unexcused absences requires dismissal from the Board.

#### ARTICLE III Nominations and Elections

SECTION 1. Nominations: That a nominating committee and chairman of that committee be appointed by the President before May of the current election year. It shall be the duty of the committee to meet 60 days prior to the August General Meeting, to prepare a slate of nominees consisting of qualified candidates for each office of the Golden Gate Arabian Horse Club that is vacant for the following year. Any other nominations may be made from the floor at the August General Meeting. The names of the nominating committee will be published in the newsletter for

two months prior to the August General Meeting. Any member wishing to be nominated may contact the nominating committee. All nominations are to be made from the floor. A member whose name has been placed in nomination need not be present at the meeting but written evidence of willingness to accept the office, if nominated, must be presented to the Corresponding Secretary before nominations close. The names of all nominees who have failed to give verbal notice of acceptance at the meeting, or absent members who have failed to give written acceptance before nominations close shall not be included on the ballot. All nominations shall be made at the regular August meeting. No member shall be placed in nomination as a candidate for more than one office in any given election.

## SECTION 2. Elections:

(A) Time: The election of all officers shall be held during the month of September and elections will be conducted by the mailing of the ballots to the club Corresponding Secretary.

(B) Ballot: All officers shall be elected by a secret ballot. The candidate receiving the largest number of votes cast shall be considered elected. For a ballot to be valid, members must vote for the required number of candidates.

(C) Tie Vote: In the event of a tie vote only the names of those candidates who have the same number of votes shall be placed before the membership in attendance at the October general membership meeting for a new vote.

(D) Election by Acclamation: When there is only one candidate for an office, it will not be necessary to cast a ballot for their election. By a motion, duly made, seconded and carried, the Corresponding Secretary may be instructed to cast the ballot for all members present, electing the candidate by acclamation.

## ARTICLE IV **Functions and Duties of the Officers**

### SECTION 1. President:

(A) It shall be the President's duty to preside at all regular and special meetings of the organization and at all the meetings of the Board of Directors. It shall be the President's duty to appoint all the standing committees for the year. The President shall appoint special committees from time to time to special duties as needed, with full authority to create or discharge said committees at any time.

(B) The President shall appoint an auditor each year for the purpose of auditing the club books. The auditor shall report their findings back to the President and the President will make a report to the Board of Directors.

### SECTION 2. Vice-President:

(A) It shall be the duty of the Vice-President to preside at meetings in the absence of the President.

(B) It shall be the duty of the Vice-President to attend meetings of the Board of Directors.

### SECTION 3. Corresponding Secretary:

(A) It shall be the duty of the Corresponding Secretary to keep records of the minutes of the General Membership meetings and minutes of the meetings of the Board of Directors.

(B) It shall be the duty of the Correspondence Secretary to present all communications received in behalf of the Association to the President for action.

(C) It shall be the duty of the Corresponding Secretary to prepare correspondence at the direction of the President and /or Board of Directors: maintain files of both written and received.

#### SECTION 4. Membership Secretary:

(A) The power is hereby vested in the Membership Secretary to authorize the purchase of mailing material, postage and all such incidental expenses as are necessary in conducting the duties of this office. Bills for same shall be presented to the Treasurer on or before the next Board of Directors meeting.

(B) It shall be the duty of the Membership Secretary to collect dues and keep accurate records of such dues received and to present to the Treasurer all monies received.

(C) It shall be the duty of the Membership Secretary to maintain a membership list.

#### SECTION 5. Treasurer:

(A) It shall be the duty of the Treasurer to receive all monies due the Association

And keep accurate records of such monies and to deposit all such receipts in the bank account approved by the Board of Directors.

(B) It shall be the duty of the Treasurer to report payment of all bills of the Association to the Board of Directors.

(C) It shall be the duty of the Treasurer to prepare and file or record all reports required by state and federal law.

(D) It shall be the duty of the Treasurer to make a financial report to the Board of Directors and to the General Membership at each meeting and to furnish the Corresponding Secretary with a copy.

(E) The Board of Directors, when they deem necessary may have the Treasurer bonded by a responsible Bonding Company for the sum decided by them. The expense of the bond will be borne by the Association. The Directors shall have full power to change the sum from time to time as they see fit.

(F) The Power is hereby vested in the Treasurer to authorize the purchase of mailing material, postage, and all such incidental expenses as necessary in conducting the duties of this office.

(G) It shall be the duty of the Treasurer to attend all meetings of the Board of Directors.

(H) It shall be the duty of the Treasurer to assist in the preparation of the Association's annual budget.

## **ARTICLE V Duties of the Board of Directors**

SECTION 1. Meeting: The meeting of the Board of Directors shall be called by the President, or in the absence of the President, but the Vice-President. Eight (8) officers shall constitute a quorum. The President, through the Corresponding Secretary, shall notify the Board of Directors of the time and place of the meeting. Such notice shall be given in writing unless all members can be reached verbally and shall be given, whenever possible, at least seven days in advance.

SECTION 2. Transaction of business: It shall be the duty and function of the Board of Directors to conduct all business transactions of the Association which the President refers to it, and all transactions brought before the general membership, for final approval.

SECTION 3. Board meetings are open to the general membership. However, anyone other than a member of the board will be considered a guest with no voice in the proceedings. The President may invite chairmen of the committees to attend and give reports. Anyone wishing to be put on the agenda must contact the President well in advance of the board meeting. A specified time will be granted to visitors for open discussion.

## **ARTICLE VI Membership Dues and Application for Membership**

SECTION 1. Membership:

(A) The membership of the Golden Gate Arabian Horse Association shall be limited to men and women who are eighteen years of age or older.

(B) Each member of the Association has one vote.

(C) Associate Members do not have a vote and cannot hold either an elected or appointed office

(D) Youth members are defined as anyone under 18 years; and as defined by USEF. Youth members shall have no vote and are unable to hold office.

SECTION 2. Dues:

(A) The annual dues of the Association shall be reviewed annually and determined by the Board of Directors. These dues include the AHA membership fee. All dues shall be sent to the Membership Secretary and shall cover the period from January 1st to December 31st of the calendar year. The Board of Directors shall have the right to suggest a change in dues, as needed by the Association.

(B) Any member three (3) months delinquent in dues will be dropped from the mailing list and all privileges in the association shall be forfeited until such dues are paid.

SECTION 3. Application for Membership:

(A) Any person applying for membership must fill out an application blank and together with the dues for the current year, hand or mail it to the Membership Secretary of this Association.

(B) All pending applications shall be considered at the next Board Meeting.

(C) Applicants for membership who fail to receive the approval of the Board of Directors shall be voted on by the General Membership and if disapproved, shall be immediately notified in writing by the Membership Secretary, and their dues, or any other money paid by them, shall be returned to them with such notice.

#### SECTION 4. Removal of Membership Privileges:

The Board of Directors with a two-thirds vote, is empowered to require a member who has acted detrimental to the Association, Arabian Horse, or in an unsportsman like manner in general, to resign his membership privileges in the Association.

### ARTICLE VII **Meetings**

The regular meeting of the Golden Gate Arabian Horse Association shall be held at a time and place decided on by the Board of Directors.

### ARTICLE VIII **By-laws and Amendments**

SECTION 1. All motions to amend the by-laws must be presented in writing and signed by three (3) members in good standing. They must be presented to the Board of Directors and receive a two-thirds vote of those Board Members present prior to being presented to the general membership. Amendments must be read at three (3) consecutive meetings. The third meeting shall be a special regular meeting at which time the motion shall be open for discussion and a vote will be taken, or: recommended amendments mailed to each member at least two (2) meetings prior to meeting scheduled for voting, and this meeting will be designated at the time of mailing of the recommended amendments. A by-laws amendment requires a two thirds (2/3) majority vote of the members present to pass.

(A) The Board of Directors may pass resolutions recommending amendments to the by-laws, but may in no instance change them by additions or deletions without the general membership vote.

(B) Whenever a motion amending the by-laws has been duly passed, the Corresponding Secretary shall make a record of the change, separately from that of the minutes, and have it attached to the By-Laws, and a copy of the change sent to all members.

### ARTICLE IX **Rules of Order**

The actions of the Golden Gate Arabian Horse Association shall be governed by "Roberts Rules of Order" as they are not inconsistent with these By-Laws.