

OPtHA By-Laws

January 2018

Bylaws

SECTION I - MEMBERSHIP

Sec. 101 - Eligibility- any person or persons interested in the purpose of OPtHA, as set forth in the constitution, shall be eligible for membership. Members in good standing, having paid current OPtHA dues.

Senior Membership (19 and over as of January 1).

Junior Membership (18 and younger as of January 1).

Only senior members, 19 and over, are eligible to vote on matters of OPtHA. Junior members will have voting privileges within the youth group.

A member must be current and in good standing 60 days before being able to vote on any and all OPtHA matters.

A member whose dues have not been paid by January 1st shall be considered in arrears and cannot vote on OPtHA matters until membership is paid.

Any member who does not abide by the OPtHA rules will be subject to a committee investigation.

Sec. 102 - New Member Application- Every application for membership shall be in writing and shall give in detail the name of person applying, Residence Address, Telephone Number, and E-Mail address (Optional). All applications shall be accompanied by the appropriate fee (see current membership application), ownership of a Pinto Horse, Pony, or Miniature, is not required for membership. Membership is valid from January 1 through December 31 of year joined.

Sec. 103 - Renewal Membership- Membership in OPtHA shall be renewable annually by submitting a membership form to the membership chairperson, along with the appropriate membership fee. Incentives may be offered prior to annual renewal when approved by the membership. Membership is not transferable or assignable. Failure to make payment of the annual dues shall signify termination of membership.

The annual dues may be changed by a vote of the membership at any general membership meeting.

The OPtHA Constitution and By-laws will be available on the Club website to all members. (Sec. 505)

Sec. 104 — Life Time Membership is awarded by the BOD and is not transferable.

SECTION II - MEETINGS

Sec. 201 - Membership- General membership meetings shall be held monthly. The incoming President and Executive Committee shall set the day and location of these meetings for the ensuing year.

Sec. 202 - Executive Committee-The Executive Committee shall meet to transact the business of the OPtHA as necessary. The incoming President and the Executive Committee will determine the day of these meetings. The Youth Representative is a non-voting member of the Executive Committee.

Sec. 203 - Special Meetings-The President may call a special meeting of the Executive Committee whenever deemed necessary for the welfare of OPtHA. No business shall be transacted at any special meeting except that for which the meeting was called.

The President will notify all members of the Executive Committee by email and shall make every effort to notify interested parties of a special meeting. A quorum of six (6) voting members of the Executive Committee must be present to proceed with any special meeting.

All decisions made must be ratified by a vote at the next General Meeting of OPtHA.

Sec. 204 – Quorum - General Meetings: Eight (8) voting members in good standing shall constitute a quorum for the transaction of business at any General meeting of OPtHA, excluding meetings of appointed committees.

Executive Meeting: Six (6) Executive board members shall constitute a quorum for the transaction of business at said meetings.

Sec. 205 - Order of Business-

The order of business for all general, executive and special meetings shall be:

- A. Call to order;
- B. Roll call or sign in sheet;
- C. Reading of minutes from last meeting;
- D. Communications;
- E. Treasurer's report;
- F. Committee reports;
- G. Old business;
- H. New Business;
- I. Suggestions for the good of the order;
- J. Adjournment.

SECTION III - OFFICERS

Sec. 301 - Eligibility - Any senior member in good standing for a minimum of one year and has attended not less than three (3) meetings prior to the October meeting shall be eligible to hold office. However, all candidates for the office of President and 1st Vice President must have been members in good standing for not less than two (2) years and held at least one previous elected office. In the event these

eligibility requirements prevent filling the office of President and 1st Vice President, they may be waived on a motion and affirmative vote by the membership.

Sec. 302 - Executive Committee- The Executive Committee shall consist of a President, 1st Vice President, 2nd Vice President, Secretary/Treasurer, Recording Secretary, Immediate Past President and six (6) directors who shall be the policy making body of OPtHA, and be responsible for the transaction of such business as may come before OPtHA.

Sec. 303 - Election- All officers shall be nominated and elected by written ballot submitted and counted at the November membership meeting. Nominees receiving the most votes will be deemed elected. Newly elected officers will assume their elected office, duties, and responsibilities after formal installation at the November meeting. The Nominating Committee shall be responsible for conducting the election. A roll call of members in good standing shall be conducted in order to ascertain the number present entitled to vote in the election. Nominations will be closed after calling for further nominations three times, following the last nomination for each office. Nominations do not need to be seconded. Mail in ballots must be in a separate sealed envelope, with membership number written on the ballot and/or envelope and submitted to the Recording Secretary by October 31st.

Ballots will be counted openly and publicly at the November Meeting.

Any further procedure concerning mail in ballots shall be set by the Executive Committee as time and or conditions indicate or require.

In the case of only one candidate being nominated for an office, the Nominating Committee shall declare that this candidate has been elected by acclamation. If there are no objections, no written ballot shall be necessary.

Sec. 304 – Term of Office- A director elected and installed into office shall continue to hold office for period of two years or until a successor has been duly elected or appointed and installed. The same individual shall not hold the office of President for more than two consecutive term. A member elected or appointed to fill a vacancy shall continue to hold office for the duration of the un-expired term of the office to which he/she has been elected or appointed.

Sec. 305 - Vacancies- In the case of any vacancy, the replacement must meet the eligibility qualifications as per section 301. In the event of a vacancy in the office of President, the 1st Vice President, the 1st Vice President shall at once succeed to the duties of such office. The 2nd Vice President shall at once succeed to the duties of the 1st Vice President. An election shall be held at the next meeting for the office of 2nd Vice President and any other vacant office. Notice of such contemplated election shall be given in writing to all members in good standing 30 days prior to the election. In filling any vacancy, an officer must resign from his present office when accepting a favorable election to another office. All officers succeeding or elected to officers prescribed in this section shall immediately be installed into the respective office. Vacancies in any other office may be filled by appointment by the President and affirmative vote of the Executive Committee. The membership may, by two-thirds vote of members at a General meeting, declare vacant the position of any elected officer who has been absent from three consecutive General meetings without a legitimate excuse, providing the officer has been notified seven days in advance of the proposed action.

SECTION IV – DUTIES OF OFFICERS

*Sec. 401 – **President*** – The President shall be the Executive Officer of OPtHA and have the following duties:

- a. Shall preside over all meetings of the members and Executive Committee;
- b. Shall have general and active management of the business of OPtHA;
- c. Shall see that all orders and resolutions are carried into effect;
- d. Shall appoint all chairpersons and be an ex-officio member of all Committees;
- e. Shall appoint the Youth Representative;
- f. Shall vote only to break a tie;
- g. Shall have all the general powers duly vested in the office of President based on Roberts Rules of Order.

*Sec. 402 - **1st Vice President***- The 1st Vice President shall perform the duties and exercise the powers of the President during the absence of the President and shall counsel and aid the President in any matter. The 1st Vice President shall succeed to the office of President in the event of vacancy.

*Sec. 403 - **2nd Vice President***- The 2nd Vice President shall counsel and aid the President and 1st Vice President in any matter. He or she shall also be responsible for maintaining, updating and changing bylaws as deemed necessary, as well as any rules and policies deemed necessary.

*Sec. 404 – **Secretary/Treasurer***- The Secretary/Treasurer shall have custody of all OPtHA funds and securities and shall keep full and accurate records of all receipts and disbursements that belong to OPtHA. The Secretary/Treasurer shall deposit all monies and securities in the name of OPtHA in such depositories as may be designated for that purpose by the Executive Committee, taking proper vouchers for such disbursements, and shall render an accurate account of all association funds at all meetings. All OPtHA debits for any amount over \$500.00 will require a vote of the Executive Committee. This may be done by email. He or she shall also be responsible for maintaining and updating non-profit paperwork with the State of Oregon.

*Sec. 405- **Recording Secretary***- The Recording Secretary shall maintain accurate records of minutes of all meetings of OPtHA. These minutes shall be accurate and official record of business transacted, and shall include:

- a. Date and place of meeting;
- b. Time meeting called to order;
- c. Presiding officers name;
- d. Number of members and guests present;
- e. Whether minutes of previous meeting were approved as read or corrected;
- f. Official communications read;

- g. Treasurers report (if applicable);
- h. Reports of all committees;
- i. Names of members making and seconding all motions, and whether or not motion carried or failed;
- j. Old and new business;
- k. Time meeting was adjourned.

The Recording Secretary will furnish mail in ballots if requested by members in good standing. (Sec.303)

*Sec. 406 - **Directors***- The directors shall be responsible for counseling and aiding the President and other officers in all matters pertaining to the business of OPtHA.

*Sec. 407 - **Immediate Past President*** - Immediate Past President shall counsel and aid the President and Executive Committee and have full voting privileges on any and all OPtHA matters. This shall be a term of one (1) year immediately following their term as president and shall not hold another executive committee position during that time period.

SECTION V - COMMITTEES

The President shall appoint the chairpersons of all appointed committees and the Youth Representative. All appointments will be published in the official OPtHA publication for the information of the members. Once appointed, a chairperson may only be removed by a majority vote of the Executive Committee.

All committees shall be required to keep accurate records, minutes and correspondence of all meetings, submitting copies to the Recording Secretary. They shall keep complete records of all receipts and expenditures and submit a complete financial report at the General meeting in October. All committee chairpersons select their own working committee members with final approval by the President.

*Sec. 501 - **Audit Committee***-The President shall appoint an Audit Committee consisting of three (3) members. It shall be the duty of the Audit Committee to properly audit the books and records of the Secretary/ Treasurer annually, and submit a detail report in writing of such audit. The Audit Committee shall certify with their signatures in the books whether the books were found correct. The Audit Committee shall audit the records of all committees and shows, and perform such other duties, as may be incidental to the office.

*Sec. 502 - **Finance Committee***- The Secretary/ Treasurer and two (2) members, who may be appointed by the President, shall be responsible for seeing that a tentative budget is prepared, setting forth all estimated receipts and anticipated expenses for the financial operation of the association for the ensuing year. The budget shall be submitted in writing to the Executive Committee at the December meeting, and when adopted, shall be the expenditure guide for the ensuing year.

*Sec. 503 - **Nominating Committee***-The Nominating Committee shall be responsible for ascertaining the eligibility of members for all offices and submitting a slate of at least two (2) qualified nominees for each office. Such slate of nominees shall not exclude nominations from the floor. The slate of nominees shall be provided to the membership no later than 5 days after the September meeting.

Sec. 504 - Property Committee - The Property Committee shall be responsible for the safe keeping and maintaining a current inventory of all OPtHA property. They will also be responsible for the disposition and return of all rental property used for OPtHA functions. A written report shall be submitted annually to the Recording Secretary listing all OPtHA property, and where property is located.

Sec. 505 - Publicity/Membership - The duties shall be to promote OPtHA through publications and public relations activities. The committee may submit promotion articles to the National Pinto Magazine and other appropriate publications. The committee shall receive all membership applications and dues and keep complete records.

Sec. 506 - Queens Committee-The Queens Committee shall be responsible for conducting the annual contest for the OPtHA Queen and Court, for the counseling and chaperoning of the Queen and her Court during official activities, and for managing the funds and property designated for the use of the Queen and her Court.

Sec. 507 - Show Committee-The Show Committee shall consist of a minimum of six (6) members. It is recommended to have one member representing each of the different breed types, Stock, Hunter, Saddle, Pleasure, Miniatures and Ponies as well as Youth and Amateur. This committee shall be responsible for the research into and over all operation of the OPtHA shows.

The committee shall be charged with the following duties:

- a. Researching and subsequently acquiring arenas for all shows;
- b. Researching and maintaining an up to date list of all qualified Judges, Ring Stewards and Announcers for use by Show Managers;
- c. Researching prices and availability of awards from suppliers;
- d. Preparing an up to date guideline for the Show Secretaries;
- e. Preparing and maintaining a list of suggested classes for the shows, as well as keeping a record of participation in such classes at past shows;
- f. Selecting show managers and show secretaries who will become active members of this committee until show duties are completed, and have equal say in the operation of their respective horse shows;
- g. Maintaining an accurate mailing list for all shows;
- h. Approval of any and all shows not directly put on by OPtHA that would count for the OPtHA year-end awards program. This would include the review of any outside show applications for approval.

The committee shall present a full report on all planned activities to the Executive Committee and/or general membership for approval. They shall also present a detailed budget for any proposed show. The committee shall assist the Show Managers and Secretaries with the preparation of the class lists, selection of show officials, advertising, applications for show approvals, and acquisition of the show personnel necessary to properly conduct the show. The OPtHA shows shall be conducted in accordance with the current rules of the Pinto Horse Association of America, Inc. The committee shall also supervise the preparation of the final show financial reports. The Show Committee shall prepare in writing a final show report, summarizing the shows for that year and a list of recommendations for improving the

shows for the ensuing year. This report to be discussed by the Executive Committee prior to the final plans for the ensuing year's shows being approved. The Show Committee shall examine and prepare rules for the annual futurity (if held), collect all fees as provided on futurity forms, and secure all trophies and ribbons in conjunction with said futurity.

Sec. 508 - Year End Awards - The Year End Committee shall be responsible for the purchase and presentation of all year-end awards to be presented at the annual awards banquet. It shall be their duty to suggest the award categories in keeping with the classes to be offered at the ensuing years shows. Any awards added or removed must be voted on and approved by the membership at any membership meeting prior to the first show of the season. Any and all changes must be in the next official publication following said vote.

Sec. 509 - Official Points Keeper - The points keeper shall be responsible for compiling and tabulating points on all horses qualified for year-end awards program, and maintaining the permanent records for all members and horses.

Sec. 510 - Youth Advisor-The Youth Advisor(s) shall be responsible for advising the youth representative the youth and the Executive Committee with regard to all financial matters and keeping up to date records of all transactions report of all activities shall be presented at the general membership meetings. In case of disbandment of the youth group for any reason, one half of the financial assets of the group will be dedicated to the Youth ambassador program with the balance to be held in a separate fund for three years. If another youth group is not formed in this period, the monies in this fund will revert to the Associations general fund.

SECTION VI - MISCELLANEOUS

Sec. 601 - Official Publication- An official publication for OPtHA shall be designated by the Executive Committee to keep the membership informed and shall be available to all members in good standing in OPtHA.

Sec. 602 - Rules of Order - OPtHA shall govern its procedures by "Robert Rules of Order - Revised" in all points not covered herein, or provided by the rules and regulations of the Pinto Horse Association of America, Inc. A copy of Roberts Rules of Order - Revised shall be available at all times.

SECTION VII - AMENDMENTS TO THE BY-LAWS

Any amendment to the by-laws must be submitted in writing by a member in good standing of the association: been read at a previous general meeting, or included in its entirety in the official publication at least two (2) weeks prior to a general meeting. These bylaws may then be amended, altered, changed, added to, or repealed by affirmative vote of two-thirds (2/3) majority of the members in good standing, present at a general meeting.

SECTION VIII - INDEMNIFICATION

Each officer, director and committee member of the OPtHA shall be indemnified by the OPtHA against all costs, expenses and liabilities reasonably incurred by him/her in conjunction with/or resulting from an action, suit or proceeding to which he/she may have been a party by reason of his or her being or having been a director, officer or committee person of the club, except in relation to matters which shall have been occasioned by the willful misconduct or dishonesty of such officer, director or committee person. The foregoing right of indemnification shall cover amounts paid in settlement of any such action, suit or proceeding when such settlement appears to be in the interest of the club. The foregoing rights shall be in addition to any other right to which such officer, director or committee member may be entitled as a matter of law.

EXPECTED CODE OF CONDUCT

We the members of Oregon Pinto Horse Association in carrying out our role of promoting the Pinto Horse, Pony, and Mini A/B and Utility recognize the need to do so in a professional manner and to deal with the public and our members with the highest degree of integrity. Therefore, we set forth the following expected code of conduct for members, owners, trainers, exhibitors and/or their agents:

To ensure that the welfare of the Pinto Horse, Pony, Mini A and B, Utility is paramount and that every Pinto shall at all times be treated humanely and with dignity, respect and compassion.

To conduct all business affairs with integrity, sincerity, and accuracy in an open and forthright manner.

To uphold and adhere to the highest standards of horsemanship, sportsmanship, and citizenship when participating in any OPtHA - sponsored event or function. Not encouraging any behaviors or practices that would endanger the health and well-being of any person(s) or animal(s). Not ridiculing or yelling at any child, adult or other participant for making a mistake or losing a competition. Treating others with respect, dignity, and trust and valuing diversity.

All meetings/functions will be handled with the utmost professionalism, no screaming, yelling using abusive language will be allowed or tolerated. If multiple infractions happen with the same member, the Executive Committee may remove person from the membership.

Understand unsportsmanlike conduct is prohibited. This includes abusive language, gestures, abuse of equipment, animals, and people and intoxication that cause a disruption of any kind.

Respect the Judges and their authority during events or functions and not question, discuss or confront judges at the event or function without first making arrangements with appropriate event or function officials.

Understand that serious or repeated transgressions of this conduct by any participant, whether a member of Oregon Pinto or not, may be grounds for disqualification and expulsion from any sponsored event or function.

Membership is a privilege, not a right and membership may be terminated or rejected following appropriate disciplinary procedures in accordance with the Pinto Horse Association.

Any member found guilty of conduct intending to injure the good name of the organization, disturb its wellbeing, or hamper its work would provide a basis for disciplinary action.