



**NORTHERN MICHIGAN ASSOCIATION
OF WESTERN HORSE CLUBS**

2018

NMAWHC

BY-LAWS

and

RULES & REGULATIONS

NORTHERN MICHIGAN ASSOCIATION OF WESTERN HORSE CLUBS, INC.

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NORTHERN MICHIGAN ASSOCIATION OF WESTERN HORSE CLUBS, INC.

2018 Board of Directors

OFFICERS

Member:	Office:	Term:
Sandra Peterson Stevens	President	2017/2018
Cathy Browe	Vice-President	2018/2019
Tracie Hardy	Secretary	2017/2018
Jodi Zenner	Treasurer	2017/2018
Jodi Zenner	Points Secretary	2017/2018
Laura Boynton	Social Media Director	2018/2019

BOARD MEMBERS

Member:	Term:
Kelly Dewitt	2017/2018
Karen Duell	2018/2019
Cindy Gerou	2018/2019
Colleen Forton	2018/2019
Sarah Stalmack	2018/2019

NORTHERN MICHIGAN ASSOCIATION OF WESTERN HORSE CLUBS, INC.

BY-LAWS

Article I. Club Name

The name of this club shall be: Northern Michigan Association of Western Horse Clubs, Inc. and it is a non-profit 501(c)(3) organization.

Article II. Mission Statement

Section 1.01 Mission

It is the mission of NMAWHC to aid and guide our members in a cooperative joint effort to provide a fun environment that fosters advanced learning, promotes successful endeavors and leads to the enjoyment of horses.

Section 1.02 Objectives

To develop a community of horse enthusiasts through:

- a) Communication
- b) Building and supporting an educational network and knowledge base
- c) Encouragement and promotion of horsemanship, showmanship and sportsmanship
- d) Creating social opportunities and hosting events
- e) Recognizing excellence
- f) Promoting a fun, healthy, and safe competition environment

Article III. Publications

Section 2.01 The official publications of Northern Michigan Association of Western Horse Clubs shall be the newsletter, which shall be published on the website and **Facebook**.

Section 2.02 The newsletter will be published as often as needed to keep club members informed. The point standings will be **posted** on the website **and Facebook**. The point standings will be distributed as many times as the board feels necessary to coincide with the number of shows and the time needed by the Point Secretary.

Article IV. Membership

Section 3.01 The membership is to consist of any organized body of persons, united by a common interest in horses that have paid their dues. Family or individual memberships are eligible to vote on all regular and special ballots.

- a) Single membership = one person receives one vote
- b) Family membership = all family members (children 18 years and under); family membership, as a whole, receives two votes
- c) The term “youth” will specify a person 18 years of age and under as of their age on January 1st.
- d) Any person who has reached the age of 19 is no longer considered a youth, and therefore is required to have his own individual membership; he/she will not be covered under a family membership.

Section 3.02 All members in good standing shall be entitled to the following privileges:

Section 3.03 (Which are not available to non-members)

- a) May serve as a director, officer, or on a committee
- b) Eligible for association awards
- c) Is eligible to participate in the election or removal of directors
- d) May request to meet with the board of directors at a scheduled meeting

Section 3.04 Membership may be obtained by filing proper paperwork and remittance of dues to the NMAWHC Treasurer or Point Secretary. You must be a paid member by the 1st class of the day for points to count.

Article V. Officers

Section 4.01 The officers of this association shall be:

- a) President
- b) Vice-President
- c) Secretary
- d) Point Secretary
- e) Treasurer

Section 4.02 All officers will serve a two-year term. Terms of officers will rotate with not more than three positions terminating at the end of any year.

Section 4.03 President

- a) The President shall preside at all meetings of the association and the Board of Directors, and shall, with the Vice-President, sign all contracts and obligations of the association and perform such duties as may be assigned to him/her by the board.
- b) The President may at any time call a meeting of the board and shall do so at the request of one director.
- c) The President shall have the authority to make modifications in the application of the rules under special or emergency circumstances. He/she will report such modifications to the board at its next meeting.
- d) The President will schedule the general meetings.
- e) The President shall be master of ceremonies at the year-end awards banquet.
- f) The President shall vote on matters at the board meetings only on the occurrence of a tie vote.
- g) The President shall be able to sign on all financial accounts.

Section 4.04 Vice-President

- a.) In the absence of the President, the Vice-President may be designated by the board to exercise any power or duty of the President.
- b.) The Vice-President shall co-sign with the President all contracts and obligations of the association.
- c.) The Vice-President shall serve as delegate to the President to share in and/or assist the President in carrying out his/her responsibilities.
- d.) The Vice-President shall serve as the chair of the Website/Facebook Committee whose responsibility will be to monitor/maintain any/all web agreements, sign-on's and monitor/coordinate changes/updates.
- e.) The Vice-President will hire the Judges for the Anna Bays Shows.

Section 4.05 Secretary

- a.) The Secretary shall give notice of all meetings of the members and of the board, and shall perform such other duties the board may assign him/her.
- b.) The duties of this office are as follows:
 - i. Take the minutes of the meetings
 - ii. Be responsible for typing of the rulebook.
 - iii. The Secretary will serve as the chair of the Newsletter Committee whose responsibility will be to coordinate, prepare, and send out the newsletter to the general membership if a Newsletter Committee chair cannot be established.

- iv. Ensure all approved show dates are included in the April newsletter, including dates, locations, and judges' names.
- c.) Be in contact with the Point Secretary to update point information.

Section 4.06 Point Secretary

- a.) The Point Secretary shall maintain the points earned by the association members from all NMAWHC approved shows throughout the year. These points will be for year-end awards.
- b.) The Point Secretary shall have the following duties:
 - v. Be responsible for keeping accurate point records.
 - vi. Shall prepare point standings for newsletters and shall prepare the final point standings at the conclusion of the show season.
 - vii. The Point Secretary shall be responsible for giving the points to the Vice-President so he/she can post on the Website/Facebook.
- c.) The Point Secretary shall inform exhibitors of their own points upon written or oral request at the expense of the exhibitor. (Example: long distance phone charges)

Section 4.07 Treasurer

- a.) The Treasurer shall have the following duties and responsibilities:
 - viii. Collect all monies due to the association.
 - ix. Shall have the custody and control of the club's funds along with the President.
 - x. Shall deposit all association funds in a local FDIC Bank.
 - xi. Shall keep proper books of the account, showing the disposition of all funds that may pass through his/her hands with the use of the Clubs Quickbook's.
 - xii. Shall make a full report in writing covering the financial condition of the association at the general membership meeting and at any time requested by the Board.
 - xiii. Maintain membership list.
 - xiv. Submit annual federal tax documentation to the club's board showing the 501(c)(3) status has been maintained and all appropriate documentation has been filed.

Article VI. Board of Directors' Members At Large

Section 5.01 The Board of Directors' Members At Large shall be composed of four to eight members in good standing.

Section 5.02 General membership will elect the board by mailed-in ballot.

Section 5.03 Those elected to the board will serve a two year term.

Section 5.04 Elected officers will be voting members of the board with the exception of the President, who will only vote in the case of a tie.

Section 5.05 Any vacancies of the board that may occur, shall be filled by appointment within 30 days of such vacancy. The person appointed will fill this vacancy for the remainder of the term.

Section 5.06 A person *appointed to serve on the board* must fill out a membership form by the first board meeting of the New Year. All board members receive free *Family* membership for the year(s) they are serving.

Section 5.07 At least one board member shall be required to attend an NMAWHC approved show.

Section 5.08 The directors shall manage all affairs.

- 1) They shall make and enforce the rules and regulations governing the holding of horse shows.
- 2) Will adjust disputes among exhibitors.
- 3) May adjust the club rules, as they may deem expedient for the promotion of the objectives of this association.
- 4) Shall have full authority to enforce the by-laws, rules and regulations, and to decide all matters in relation thereto.

Section 5.09 At all meetings of the board, six of its members shall constitute a voting quorum.

Section 5.10 Directors may be removed by a simple majority vote of association members.

Section 5.11 The directors may remove from office any director who has accumulated two unexcused absences of planned meeting.

Section 5.12 The directors shall serve on committees and share responsibility in all board activities.

Article VII. Elections

Section 6.01 Nomination for officers and board members will be collected by mail or at a board meeting.

Section 6.02 Ballots will be submitted by mail-in only ballot or at a general membership meeting.

Section 6.03 The general membership shall elect the members of the board.

Section 6.04 The board members will select officers from among the board members based on availability and their ability to serve as a specific officer.

Article VIII. Disciplinary Action

Section 7.01 All disciplinary action shall be handled by the board. Any and all action deemed necessary, up to and including suspension, may be taken. The defendant will be subject to a hearing.

Section 7.02 Any member who, during a club approved show or event challenges a judge, either verbally or physically, shall lose all club points and be placed on probation for one year.

Section 7.03 A member who submits a non-sufficient funds check to NMAWHC will have 30 days from date of check being returned to resubmit payment, including reimbursement for any resulting banking fees and charges. Failure to do so may result in termination of membership and forfeiture of all points.

Article IX. By-Law Amendments & Disbandment

Section 8.01 All amendments will be voted on by the general membership.

Section 8.02 Rules will be revised annually by the board and the general membership. Revisions will be voted on by the general membership by mailed-in ballot.

Section 8.03 In the event the club membership voted to disband this organization any money currently held by the club would be donated to an equine rescue that would be selected by the board serving at the time of disbandment.

**NORTHERN MICHIGAN ASSOCIATION OF WESTERN HORSE
CLUBS, INC.**

Club Rules and Regulations

Section I. Committees

Committees are to be appointed by the President with the approval of the board.

Section 1.01 Show Approval Committee

- a) The objectives of the NMAWHC Show Approval Committee are to:
 - i. Review applications and show bills, ensure compliance with NMAWHC bylaws, for subsequent approval of the show's eligibility for participation in the club's point system and year-end awards.
 - ii. Make suggestions and verify that the necessary rules and regulations are being met; to aid shows and exhibitors in having, maintaining and improving the quality of this show circuit.
- b) The committee shall consist of:
 - i. President
 - ii. Members of the board of directors
 - iii. Any member from the general membership
- c) The committee shall compile a show kit, which consists of:
 - i. Judges list
 - ii. Show Rulebook including approved class list and class descriptions
 - iii. Judge's card for recording results
 - iv. Point sheets to be returned to NMAWHC Point Secretary
 - v. Self-addressed stamped envelope to expedite the return of show results
- d) The Show Approval Committee reserves the right to approve or deny any application.
- e) Shall approve only the final show draft, which includes entire list of classes, location, map or reference to Map Quest, judge's name and trail judge.
- f) Shall approve show dates and judges.
- g) Will collect a \$45.00 show approval fee per judge.
- h) Shows are to be approved by February 1st of the current show year.
- i) Will submit approved dates, locations, and judges' names in April newsletter.
- j) In the case of a no-show or incapacitated judge, a member of the board and the show approval committee will have the responsibility of appointing a judge for that show.
- k) Will assist members in obtaining sponsors for the NMAWHC Annual Show(s).
- l) Shall organize and assist in putting on the NMAWHC Annual Show(s).

Section 1.02 Website Committee

- a) The objectives of the NMAWHC Website Committee are to:
 - i. Manage and maintain the NMAWHC website as a user-friendly communication tool to supply current organizational information to our members and the public at large:
 - (a) Management of contracted labor and agreements
 - (b) Management of new page development
 - (c) Management of the development and deployment of updates and changes
- b) Manage and maintain a historical archive of organizational information.
- c) The committee shall consist of:
 - i. Vice-President (Committee Chair)
 - ii. Members of the Board of Directors
 - iii. Any member from the general membership
- d) The Website Committee will control the content and organization of all material to be included on the website.

Section 1.03 Newsletter Committee

- a) The objectives of the NMAWHC Newsletter Committee are to:
 - i. Create a “periodical” full of news, upcoming events and organizational information for the members.
 - ii. Provide a format that offers variety in delivery:
 - (a) Uploaded to the website
 - (b) e-mailed
 - (c) sent to members via USPS
- b) The committee shall consist of:
 - i. Secretary (Committee Chair)
 - ii. Members of the Board of Directors
 - iii. Any member from the general membership
- c) The Newsletter Committee will control the content and organization of all material to be included within the newsletter.

Section 1.04 Special Committees

- a) The objectives of the NMAWHC Special Committees are to:
 - i. Carry out the completion of a special project as assigned.
- b) The committee shall consist of:
 - i. Board Officer (Committee Chair)
 - ii. Members of the board of directors
 - iii. Any member from the general membership
- c) Special Committees, as appointed by the President, will operate to perform a special organizational function in support of the mission and objectives of NMAWHC.

Section II. Meetings

Section 2.01 General Membership Meeting

- a) At least one general membership meeting will be held during the year.
- b) The board shall give at least ten days' notice of this meeting to all members.
- c) The fiscal year shall end December 31.

Section 2.02 General Membership Agenda

- a) The agenda of the general membership meeting shall be:
 - i. Call to order by the President
 - ii. Secretary and Treasury reports
 - iii. Ongoing business
 - iv. Future business
 - v. Adjournment

Section 2.03 Emergency meetings may be called by the President or one director, but only in total emergencies.