

NORTHERN MICHIGAN ASSOCIATION OF WESTERN HORSE CLUBS

BY-LAWS

ARTICLE I – NAME OF ORGANIZATION

SECTION 1.

The name of this club is the Northern Michigan Association of Western Horse Clubs, Inc (“NMAWHC” or the “Association” or “Club”) and it is a non-profit 501(c)(3) organization.

ARTICLE II – PURPOSE AND MISSION OF ORGANIZATION

SECTION 1. 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 2. OBJECTIVES

NMAWHC is a non-profit organization, organized to build and support an educational network and knowledge base to encourage and promote horsemanship, showmanship and sportsmanship, while providing an affordable way for club members (owners/riders) to showcase their horses in the Club’s hosted competitions. Recognizing excellence while promoting a fun, healthy, and safe competition environment

ARTICLE III – MEMBERSHIP

SECTION 1. QUALIFICATION & APPLICATION

Membership is available to horse owners, riders, trainers, and other enthusiasts interested in joining the Association regardless of where they reside.

Application for membership may be made at any time by submitting the Membership Application and Dues accompanied with the appropriate membership application fee(s) to the Treasurer. Membership application fees shall be determined by the Board of Directors by a simple majority vote at the Annual Meeting. You must be a paid member by the 1st class of the day for points to count for any NMAWHC year-end awards.

SECTION 2. CATEGORIES

The Association provides for six categories of membership: Individual, Individual Youth, Lead line, Adult Household, Family, and Lifetime Membership. All members in good standing may serve as a director, officer or on a committee. All members are eligible for association awards; eligible to participate in the election or removal of directors; may request to meet with the board of directors at a scheduled meeting. All board members receive free Family membership for the year(s) they are serving.

- A. Individual Membership
 - 1. Individual Membership applies to members eighteen (18) years of age and over.
 - 2. Each Individual Membership will receive one vote.
- B. Individual Youth Membership
 - 1. Youth or Junior Membership applies to members eighteen (18) years of age and under as of their age on January 1st.
 - 2. Any person who has reached the age of 19 is no longer considered a youth, and therefore is required to have his/her own individual membership; he/she will not be covered under a family membership.
 - 3. Each Individual Youth Membership will receive one vote.
- C. Lead Line Membership
 - 1. A discounted membership for lead line only riders to accumulate year awards but will not have any voting power.
- D. Adult Household Membership
 - 1. A household with two or more adults who live under the same roof will receive two votes.
- E. Family Membership
 - 1. All family members (children 18 years and under); family membership as a whole will receive two votes.
- F. Lifetime Membership
 - 1. Lifetime memberships will be awarded upon board approval. All lifetime members will be given one vote, which will commence at the time of their passing.

ARTICLE IV – DUES

SECTION 1. DUES

Membership dues shall be determined by the Board of Directors by a simple majority vote at the Annual Meeting.

SECTION 2. FISCAL YEAR

Membership year and fiscal year shall end December 31st.

- A. Dues shall be paid annually and submitted with membership renewal to the Treasurer.

ARTICLE V – MEETINGS

SECTION 1. MEMBER MEETINGS

- A. Unless otherwise directed by the President or Board of Directors, there shall be an open meeting of the Board at least monthly, at a time and place designated by the President.
- B. Special Meetings, for the purpose of conducting extraordinary business of the Association, may be called by the President, the Board of Directors, or by any member by written request, subject to Board approval.
- C. Notice of Board Meetings and Special Meetings shall be provided to membership at least seven (7) days prior to the meeting.
- D. Proposed agenda items may be submitted in writing by any qualified member to the President and/or Secretary prior to the meeting, or by motion at the meeting.

SECTION 2. ANNUAL MEETING

- A. An Annual Meeting shall be held each year during the period from October 1 to December 31 at a date and time to be set by the Board of Directors.
- B. Notice of the Annual Meeting must be provided to the Members at least ten (10) days prior to the date of the meeting, proper notice shall be provided to all members by the Association E-Newsletter, mail and/or other public notice.
- C. At the Annual Meeting, the following business shall be conducted:
 - 1. Review on the Association's By-Laws and any amendments thereto.
 - 2. Review elected Officers and Directors; and,
 - 3. All other NMAWHC business as deemed necessary by the Board.
- D. To maximize attendance for the Annual meeting, it can be combined or run separately from the year end banquet; however, the Board of Directors sees fit for the current year.
- E. Only qualified members in good standing will be permitted to vote and all issues to be voted on shall be by simple majority.

SECTION 3. ELECTION

- A. Nomination of board members will be collected by mail-in-ballot via email or USPS.
- B. A Member may vote in person, by written ballot mailed or e-mailed to the Member, or by electronic voting by e-mail or another electronic application that can be tracked to ensure the vote is received from a member. Whichever way the Board of directors sees fit for the current year.
- C. The general membership shall elect the members of the board.
- D. The elected board members will select officers based on applications, availability, and their ability to serve as specific officer.

SECTION 4. QUOROM

- A. A quorum for the Board of Directors shall consist of at least 50% of the Board, including at least one Officer.
- B. Actions by the Board must be made by a majority of the quorum voting in the affirmative.
- C. Voting by telephone or via Internet (e.g., email, SMS, video chat) is permitted for Board Members.

ARTICLE VI –BOARD OF DIRECTORS

SECTION 1. BOARD OF DIRECTORS

The Board of Directors shall consist of:

- A. The elected positions of President, Vice-President, Secretary, Points Secretary and Treasurer (together, "Officers") and four to eight Directors- at-Large (together, "Directors").
- B. An additional Director-at-Large (i.e., Youth Director) may be elected by the Junior Members to represent them on the Board.
- C. Elected officers will be voting members of the board except for the President, who will only vote in the case of a tie.
- D. The directors shall serve on committees and share responsibility in all board activities
- E. General membership will elect the board by mailed-in ballot via email or USPS.

SECTION 2. TERMS OF OFFICE

The Board of Directors shall be elected at the Annual Meeting. Each term shall consist of three (3) years. The terms shall commence at the January meeting.

SECTION 3. QUALIFICATIONS

A person must be at least eighteen (18) years of age and a member of the Association in good

standing for at least six (6) months prior to election to qualify for a position on the Board of Directors.

SECTION 4. POWERS; DUTIES

Board Members shall be elected and serve for the duration of their term. During a Board Member's term, he or she shall:

- A. Attend at least 75% (9 out of 12) of monthly Board Meetings and shall be required to contribute time during at least one weekend show thorough the NMAWHC show season or otherwise show cause for failure to do so.
- B. May adjust the club rules, as they may deem expedient for the promotion of the objectives of this association.
- C. Shall have full authority to enforce the by-laws, rules, and regulations, and to decide all matters in relation thereto, in addition to adjust disputes among exhibitors.

SECTION 5. REMOVAL

Any Officer or Director may be removed from his/her position by a two-thirds majority vote of the Board of Directors at any time, or by a majority vote of the members during Annual Meeting Elections. Removal may be for any reason deemed adequate by the Board, including, but not limited to, the Board Member's failure to materially comply with the By-Laws, the Board Member's failure to act in accordance with the Association's mission and purpose, and/or the Board Member's failure to fulfill the duties and responsibilities of his/her position.

In order to initiate the process of removing a Director or Officer from the Board, one or more other members of the Board must submit a written statement to the President and Secretary proposing the removal. Notice to the Board Member shall be in writing (sent via email to the Board Member's last known email address) and indicate that the Board Member may either choose to resign from or request a hearing before the Board. If the Board Member does not request a hearing in writing within fourteen (14) days of the date the communication is sent, the Board Member will be deemed to have resigned. If the Board Member timely requests a hearing, the hearing shall take place at an upcoming Board Meeting, and notice of that meeting shall explicitly state that a hearing will be held on a proposal to remove such Board Member. At that meeting, prior to any vote on removal, the person(s) who submitted the proposal may present the reasons why removal is being proposed, and the Board Member shall have a reasonable opportunity to explain why he or she

should not be removed. The Board shall thereafter have an opportunity to discuss openly the reasons for and against the removal and a vote shall be held.

SECTION 6. VACANCIES

Should a vacancy occur on the Board of Directors mid-term (whether due to resignation, removal from office, death or incapacity, or other means), the President may appoint a member in good standing to serve out the remaining term. The member must be approved by a majority vote of the Board of Directors.

ARTICLE VII – DUTIES OF OFFICERS

All officers will serve for a term of three (3) years, unless resignation or removal. Election of officers shall be staggered so that four (4) seats on the Board of Directors shall come up for election yearly. Additional seats left vacant by the removal or resignation of an officer prior to the natural termination of his or her term of office shall be filled at the next election. Officer terms will run January through December.

SECTION 1. PRESIDENT

The President shall:

- A. The President shall schedule and preside at all meetings of the association and the Board of Directors
- B. Along with the Vice-President, sign all contracts and obligations of the association.
- C. Perform all duties required of the President by these By-Laws or delegated to him/her by the Board of Directors.
- D. 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.
- E. The President shall vote on matters at the board meetings only on the occurrence of a tie vote.
- F. The President shall be master of ceremonies at the year-end awards banquet.
- G. The President shall be able to sign on all financial accounts.
- H. Appoint with a majority vote of the Board, standing and ad hoc committees and committee chairpersons, as deemed necessary.

SECTION 2. VICE-PRESIDENT

The Vice-President shall:

- A. Assume the duties of the President in the event of the President's absence or inability to act, or at the President's request.
- B. Along with the President, sign 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 will hire the Judges for all NMAWHC sponsored shows.
- E. Perform all duties required of the Vice-President by these By-Laws or delegated to him/her by the President or the Board of Directors.

SECTION 3. SECRETARY

The Secretary shall:

- A. The Secretary shall give notice of all meetings of the members and of the Board of Directors
- B. Take attendance and record the minutes at all meetings of the Board and members, including Special Meetings, and timely notify membership.
- C. Record nominations and election results for Officers and Directors, as well as the appointment of any committee or committee chair(s), and timely notify membership.
- D. Be responsible for typing of the rulebook and Bylaws/Club Rules & Regulations
- E. Be in contact with the Point Secretary to update point information.
- F. Perform all duties required of the Secretary by these By-Laws and delegated to him/her by the President or the Board of Directors.

SECTION 4. TREASURER

The Treasurer shall:

- A. Oversee the Association's finances and budget and shall have the custody and control of the club's funds along with the President.
- B. Collect all monies due to the association.
- C. Serve as Financial Manager and/or manage the Financial Manager role, and ensure timely performance of all associated duties and responsibilities, including, but not limited to:
 - 1. Oversee and manage Association accounts, including deposits and withdrawals from checking, savings in a local FDIC Bank
 - 2. Handle any applicable filings and registrations, including, but not limited to, preparation of non-profit association filings, state business registration(s), and any related documents;
 - 3. Perform other duties as requested by the President and/or directed by the Board.
- D. 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.
- E. 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 QuickBooks's.
- F. Maintain a roster of members with the dates on which membership began (i.e., receipt of Membership Application and Dues, including appropriate fees), was renewed, and/or ceased.
- G. Perform all duties required of the Treasurer by these By-Laws or delegated to him/her by the President or the Board of Directors.

SECTION 5. POINT SECRETARY

The Point Secretary shall:

- A. Keep accurate point records earned by the association members from all NMAWHC approved shows throughout the year. These points will be for year-end awards.
- B. Be responsible for keeping accurate point records.
- C. Shall prepare point standings for publications and shall prepare the final point standings at the conclusion of the show season in addition to giving final points standing to be posted
- D. Inform exhibitors of their own points upon written or oral request at the expense of the exhibitor.
- E. Perform all duties required of the Point Secretary by these By-Laws or delegated to him/her by the President or the Board of Directors

ARTICLE VIII – COMMITTEES

SECTION 1. STANDING AND AD HOC COMMITTEES

- A. Subject to the majority vote of the Board, the President may create and dissolve standing and ad hoc committees and appoint committee chairs. All committees shall include among their membership at least one Board Member.
- B. Committee chairs shall recruit committee members from the general membership provided that the member is in good standing.

ARTICLE IX – GENERAL PROVISIONS

SECTION 1. AMENDMENTS OF BY-LAWS

- A. All amendments will be voted on by the general membership.
- B. By-Laws will be revised annually by the board and the general membership. Revisions will be voted on by the general membership by mailed-in ballot via email or USPS.

SECTION 2. PUBLICATIONS

- A. Any publication (i.e Points, information, newsletters) of Northern Michigan Association of Western Horse Clubs shall be presented to the membership in anyway the Board of Directors sees fit

SECTION 3. DISCIPLINARY ACTION

- A. 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.
- B. 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.
- C. 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.

SECTION 4. DISBANDMENT

In the event the club membership voted to disband this organization any money currently held by the club would be donated to an equine organization or organizations that would be selected by the membership.

Accepted for the 2024 Show season 11-4-2023