



## PUNTA GORDA HORSEMAN'S ASSOCIATION

*"Partners in Promoting Youth Development"*

**Bylaws - August 8, 2011**

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The Punta Gorda Horseman's Association, Inc. is an association devoted to youth development through family participation in equine activities. It is not a requirement for a person to own or show a horse, just that they have an interest and/or desire to participate in the Association's activities.

Association bylaws shall support and enforce the Punta Gorda Horseman's Association rules and regulations.

### Article One

#### Members

Membership is open to anyone interested in and /or willing to participate in the Punta Gorda Horseman's Association. It is not necessary to own or show a horse.

Members must acknowledge and accept the Punta Gorda Horseman's Association's rules and by laws.

Dues: Members must pay yearly dues. The new membership dues year shall begin July 1 and considered late after the first show in October. Single membership shall be for one person, family membership shall be for Two (2) Adults and all unmarried children under the age of 21 residing in the same house. Non riding membership shall be for one person.

In all instances where voting by the membership is required, individual membership shall count as one vote, and a family membership shall include all members of the family age 12 and over. If a single member is under the age of 12 they will not have voting rights. The amount of the yearly dues must conform to current Association rules.

Active Membership can be retained only by:

- 1) Annual paid dues.
- 2) A member in good standing.: See Rules & Regulations.

#### Expulsion and / or Termination of Membership

Loss of membership can result from:

- 1) Failure to pay annual dues.
- 2) Any valid and sufficient reason: See Rules & Regulations.

#### Procedure for Expulsion and / or Termination of Membership

- 1) An Executive Board Hearing.
- 2) Two thirds of the membership present at the meeting must agree to institute termination proceedings.
- 3) The Secretary shall notify the subject member by certified mail, informing them of the pending procedure, the reasons, the time, date and place of the termination meeting.

Termination Meeting Procedure All evidence and/ or arguments, from both sides shall be heard; a formal motion shall be made to terminate said member. The vote shall be taken at the next scheduled meeting.



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#### Article Two

##### Meetings

Regular meetings are to be held monthly. Location of the regular meetings will be pre-arranged and the membership will be advised of the location, or any change of location.

It is imperative that all officers and directors attend all meetings and it is encouraged that all members attend meetings.

Members present at any given meeting shall constitute a quorum. It is understood that only members in good standing are eligible to vote at said meetings. One (1) vote is counted for each member over the age of 12.

Special Emergency Meetings: The entire membership must receive reasonable notification of the date, time and place of any emergency meeting. Notification may be by telephone, mail, email or in person.

Executive Board meetings will be encouraged, but no decisions affecting the membership can be made at said meetings (excluding the Association Grievance Committee) since it is fully understood that the "Association" belongs to all the members, not just the Executive Board.

Meeting Procedures: Unless defined otherwise in the club rules and/or by-laws, Parliamentary procedure shall follow Roberts Rules of Order.

The Sergeant-at-Arms will keep a copy of Roberts Rules of Order at all Association meetings.

#### Article Three

##### Officers and Special Elected Officers

The officers of the Punta Gorda Horseman's association shall consist of a President, Vice President, Secretary, Treasurer and Sergeant at Arms elected for a 2 year term.

The special officers shall be the Directors, for Speed, for Hunter/Jumper and for Performance. These individuals shall constitute the Executive Board.

Term of Office: The term of office shall be TWO YEARS; the term shall begin on July 1st.

President- Powers and Duties: The President shall preside over all official meetings and be able to sign checks in the absence of the treasurer. In the event of a tie vote, the president shall cast the deciding vote. The President shall have the power to appoint committees to handle the work to be done and shall be notified of all meetings to be held. The President shall keep in mind that no single person can be chairman of more than two committees, in the period of one year (July 1st to June30). The President will:

- 1) Be the liaison with the county: schedule shows, proof of insurance, show dates, attend the county sports council meeting or find an alternate to attend the second Wednesday of the month.
- 2) Insurance - liaison to the insurance company-oversees premium payments, notify company of any additions or cancellations of show dates, changes in officer.
- 3) Schedule board meetings prior to general membership meetings.
- 4) Submit form to state for tax free status.
- 5) Maintain mailbox key and check mail at PO box.



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- 6) Retrieve key for meetings.
- 7) File corporate report in April of each year.
- 8) Appoint sub committees.

Vice- President- Duties: The Vice President shall assist the President when called upon for help. He/she shall take over the President's duties when the President is unable to be present. He/she should also be willing to take over the President's duties in the event the President leaves office during his/her term. The Vice President shall be informed of all committee meetings. Vice President will also fill in at county meetings (sports council) when President is unable.

Secretary- Duties: The Secretary shall take the minutes at all meetings and forward them in a timely manner for publication in the Newsletter. The Secretary maintains all correspondence. He/She shall maintain a current membership list, horse nomination list and current sponsor list. At the end of the term the Secretary shall submit to the incoming Secretary a year end portfolio containing all minutes, correspondence, current membership list, sponsor information, horse nomination list and a calendar of events from the previous year. It is encouraged that these records be kept up to date on a monthly basis.

Treasurer- Duties: The Treasurer shall have charge of all banking accounts maintaining same, the issuing and signing of all checks for payment of bills incurred. This must be done in a timely manner. The Treasurer shall collect all dues and submit the original membership form to the Secretary. He/ she shall give a Treasurer's report at each meeting and a year end report at the end of the term. The Treasurer shall keep track of all monies earned at each show and give separate breakdowns of each discipline's earnings and expenses. They are also responsible for depositing 10% NET from each show into the savings account. The Treasurer is also responsible for making sure any money borrowed from the savings account to help with operating expenses or year end awards is put back in a timely manner. The Treasurer shall have said records available at each meeting. All pertinent banking information, statements, etc. must be turned over to the incoming treasurer at the end of their term. It is encouraged that these records be kept up to date on a monthly basis.

The Sergeant-at-Arms- Duties: The Sergeant- at- arms shall be responsible for parliamentary procedure (Roberts Rules of Order) at all meetings and disciplinary action or at any Association function. He/she shall keep a copy of Roberts Rules of Order at all Association meetings.

The Director's Duties: The Directors must review all rules and regulations. He/she should have a good working knowledge of the most common rules. He/she should have a copy of the rules at each show to refer to in the case of a question or conflict. The Director will:

- 1) Hire Judges or announcer
- 2) Get Volunteers-record hours worked
- 3) Oversee their show-Set up trail class-jumps-speed equipment (any patterns)
- 4) Oversee Points records
- 5) Mediate all disputes at the shows- enforce the rules
- 6) Assist with year end awards
- 7) Attend all board and regular meetings



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- 8) Monitor the show grounds for any unsafe conditions or situations & handle those situations as they see fit, i.e. removing said horse and/or rider from the arena and/or show grounds if necessary. This includes unsoundness issues in horses For Speed shows the Director's decision is final. For Performance and/or Hunter/Jumper the Judge's decision is final. Parents, guardians, trainers, etc. who wish to discuss the decision may approach the Directors only. The Directors may consult the Announcer and/or Judge for any necessary verification. The discussion should be short and not cause a delay in the show. If an issue or decision cannot be resolved the Director may then involve the President if present or the Vice-President if available to assist in the decision. A member who is still dissatisfied with a ruling has the option to file a grievance with the board prior to the next general membership meeting.

#### Article Four Election of Officers

General Considerations: A member must be 21 years of age or older to hold an office No one person can hold the same office for more than two consecutive terms. In the event there are no nominations for a particular office and the present officer is so willing, an exception may be made allowing them to be nominated and re-elected. No officer shall hold, control or maintain any other office (other than his/her elected office) as long as said elected officer is present and willing to work and maintain their office as elected.

Nominations: Nominations are to be made from the floor at the April and May meetings, therefore closing nominations. The secretary will have the official ballots ready for the election to be held at the June meeting. All officers are to be elected in a closed ballot by the members present at the June meeting plus the absentee ballots. Official ballots will be mailed to all paid members at least two weeks prior to the June meeting by the Secretary. Absentee ballots must be received by the Secretary at least 7 days prior to the June meeting. The ballots (and absentee) will be handed to the Secretary with another board member present at the June meeting and checked off against the membership list.

Nominees for office(s) must accept their nomination in person or by letter at the time of their nomination. A background check may be required before elections. A letter affirming that they have never been convicted of a misdemeanor or felony involving moral turpitude will be required prior to election.

In the event any officer, other than the President, leaves during their term of office; the Board will appoint said officer. In the event the president leaves during their term, he/she will be succeeded by the Vice President at which time a new Vice President will be named. All resignations, of any office, must be submitted to the club in the form of a written letter and read to the Association members at the following meeting. The secretary will keep this letter in the Club's records.

Removal of Officers: Any officer may be removed from office by a majority of the members whenever, in their judgment, the best interest of the Association will be served. Termination proceedings for any officer will follow the procedure set forth in Article One. Vacancies will be filled as set forth in Article Four.

Indemnification of officers: The Punta Gorda Horseman's association shall indemnify the officers and anyone serving in a leadership capacity.

The Association shall purchase and maintain liability insurance on their behalf to the extent provided in and subject to the limitations of the Florida Code.



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Article Five

Grievance and/ Or Dissension Committee

The Grievance Committee shall consist of the Executive Board.

If at any time any officer or member has a grievance questioning the action of the Association's decision, or interpretation seemingly contrary to the Association's Rules or By-Laws, can demand a special meeting of the Executive Board for a ruling on said grievance. Said member/ officer calling for a special meeting of the grievance committee must submit in writing to the President, their argument on the problem in question. The President will notify all the members of the committee of the pending procedures, time, date and place of meeting. The Grievance committee will review all necessary documents in order to arrive at a decision. The vote of this committee must be 100%. If the committee is deadlocked and cannot render a 100% vote than a special referee will be called in to evaluate all evidence and render a decision. Said referee must be knowledgeable in corporate law and have access and general knowledge of Robert's rules of Order. Said referee will be chosen by a two-thirds vote of the grievance committee.

Said referee will review said grievance with the Rules, By-Laws, and Association minutes. (Where applicable) Roberts Rules of Order and written argument by grievance member/ officer then render his/ her decision.

In the case of a fee incurred from the appointed referee, payment will be charged according to the decision. If the Association has wronged a member/officer, the club will be required to pay any fees incurred. If the decision is that a wrong was not done by the Association to a member/officer, then the fees incurred will be paid by that member or officer.

Amendments: An amendment or change to the rules or By-Laws may be proposed by any member and must be considered and discussed. To be passed, all members must have written notification of said amendment which will be voted on at the following meeting with a two thirds majority of the members at the meeting.

Show Rules: Show rules must conform to current Association rules. IN WITNESS WHEREOF: the undersigned for the purpose of forming this Punta Gorda Horseman's Association, have executed these by laws August 8, 2011.

\_\_\_\_\_  
Laura St. John, President

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Joyce Scrivner-Hanson, Secretary

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Brian Dunleavy, Vice-President

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Donna Messier, Treasurer