

Lorain County Chapter of the Ohio Horseman's Council

*Constitution and By -Laws
Adopted October 30, 2000 &
amended February 13, 2003
and October 15 2012*

ARTICLE I Name

This organization shall be known as the Lorain County Chapter of the Ohio Horseman's Council.

ARTICLE II Place of Business

The principle place of business shall be in Lorain County of Northern Ohio.

ARTICLE III Purpose

The purpose of this organization shall be the promotion, development and enjoyment of horse related activities and to preserve and promote horses in Ohio regardless of breed affiliation. We will also promote the development and usage of the bridle trails in Lorain County, especially within the Lorain County Metro parks.

ARTICLE IV Fiscal Year

The fiscal year of the Lorain County Chapter of OHC shall commence with January 1st of each year and end on December 31st of that same year.

ARTICLE V Membership

Membership is voluntary and conditional. Membership is accomplished upon acceptance by the applicant of the by-laws, rules and regulations of OHC and the receipt of membership dues.

There will be a grace period for membership renewals extending from January 1st to January 31st, after which time membership privileges will be terminated until membership is renewed.

Section 1- Individual Membership:

- A. Open to any person eighteen (18) years of age or older.
- B. Shall be entitled to one vote and to hold same office up to two (2) consecutive years.
- C. Any persons sixty-two (62) years of age or older shall be entitled to a special senior membership rate while retaining all regular membership privileges (see section 5).

Section 2 - Family Membership:

- A. Open to any group of persons living together as a family unit with at least one person eighteen (18) years of age or older and spouse or mate.
- B. Shall be entitled to one (1) vote per person (18 years or older), with a maximum vote of two (2) per family.

Section 3 - Youth Membership:

- A. Open to any person under eighteen (18) years of age as of January 1st.
- B. Shall be sponsored by an adult member with written permission of parent or guardian.
- C. Shall not have voting or office holding rights.

Section 4 - Associate Membership:

- A. Open to any group or individual desiring to support the Lorain County Chapter by name.
- B. Shall be entitled to one (1) vote
- C. Shall not be entitled to hold any office

Section 5 - Senior Citizen Membership

- A. Any person sixty-two (62) years of age or older shall be entitled to a special senior membership rate while retaining all regular membership privileges.
- B. Shall be entitled to one (1) vote and to hold same office up to two (2) consecutive years.

Section 6 - Multi County Membership

- A. Any member of the Ohio Horse Council may join more than one Chapter. A "home" chapter must clearly be declared and it is to this chapter that full dues and assessments will be paid.
- B. The member who joins a second, third, etc. chapter will only have to pay the individual county assessments that are levied.
- C. The multiple chapter member is entitled to only one (1) state vote to be within your "home" chapter.

ARTICLE VI OFFICERS AND DUTIES

SECTION 1 - GENERAL

- A. There shall be a President, Vice-President, Recording Secretary and Treasurer.
- B. All Lorain County officers shall be elected by the general membership at the November general membership meeting. Nominating committee will accept nominations in August through October at the general membership meetings.
- C. Shall be a regular member in good standing and must reside within the state of Ohio
- D. No one (1) person shall hold more than one (1) office at a time.
- E. The officers shall be elected by ballot to serve for one (1) year until their successors are elected; their term of office shall begin on January 1st
- F. No member shall be eligible to serve more than two (2) consecutive terms in the same office.
- G. In the event an officer cannot complete his/her term, a vacancy will exist until the general membership meeting and an election can be held.
- H. All elected officers and directors who are required to attend scheduled board meetings may be asked to resign their position upon missing three (3) consecutive board meetings.

- I. In the event of a resignation of an elected officer, it must be in writing with notification of the board and the state membership chairperson.

SECTION 2 - DUTIES

A. President

1. Shall preside over all meetings and conduct all meetings in accordance with Robert's Rules of Order, this being a general guideline.
2. Shall express the views of the Board of Directors to the general membership.
3. Shall oversee all committees.
4. Shall have the authority to cosign/sign checks with the treasurer.
5. Will appoint a nominating committee.

B. Vice-President

1. Shall fill in for the President any time the President is temporarily unable to fulfill the duties. Shall assume responsibility for other duties as requested by the President and should work closely and in corroboration with the President.
2. Vice President will assume responsibility for all other duties delegated by the President.

C. Treasurer

1. Shall receive and disburse funds from the depository. Shall be authorized to sign checks of \$200.00 or less with due conscience. Checks over this amount will require the approval of the President.
2. Shall pay annual membership dues as required by the state.
3. Shall provide a monthly summary report to the Board of Directors (Officers).
4. Shall maintain accounting records open for inspection by the Board of Directors (Officers).
5. Shall provide an annual written report for the fiscal year after the year-end final audit has been performed and turned in to the state by the due date.

D. Recording Secretary

1. Shall record the minutes of all general membership, board of directors and special meetings in a notebook provided by the chapter.
2. Shall maintain record books containing the meeting reports and committee reports.
3. Shall keep a copy of Robert's Rules of Order provided by the chapter.
4. Shall notify the state secretary of chapter's newly elected or appointed officers.

ARTICLE VII Meetings

Section 1- Officer and Designated Committee Meetings

The officer and designated committees shall meet from time to time as deemed necessary.

Section 2- General Membership Meetings

The general membership meetings shall be the 3rd Monday of every month. Date, time and place to be announced in the yearly calendar and the website unless changed by the officers and posted ~~in~~ on the website.

Section 3 - Special Meetings

May be called as deemed necessary by the Board of Directors (Officers) with prior notice.

Section 4 - Quorum

General membership shall consist of those members present and at least two (2) officers present.

Section 5 - Attendance

All meetings shall be open to members and guests.

ARTICLE VIII Elections

Section 1- Date of Elections

The election of all Lorain County chapter officers shall be held at the October general membership meeting.

Section 2 - Nomination Procedures

- A. Nominations shall be made to the nominating committee starting August 1st through the October general membership meeting.
- B. Nominees accepted by the nomination committee will be published on the website.
- C. Follows Section 1 of ARTICLE VIII

ARTICLE IX Finances

Section 1 - Administrative Funds

- A. Shall be all revenue received from membership dues and special programs.
- B. All membership dues shall be determined as needed by the general membership, upon recommendation of the officers.
- C. All membership dues shall be payable to the Lorain County Chapter OHC.
- D, Dues shall not be pro-rated for any portion of the year, however, dues received on October 1st and thereafter shall entitle the member to full membership privileges commencing on January 1st of the following year.
- E. Expenditures over \$200.00 shall require an affirmative vote of the general membership present at the general membership meeting with the exception of any state membership dues.

ARTICLE X Standing Committees

All committee chairpersons shall be responsible for substantiating their expenditures. Anything over \$150.00 should have prior approval.

Section 1 - Membership Committee

- A. Should consist of a chairperson and assistants.
- B. Shall maintain a permanent and accurate record of all current members, updated monthly.

Section 2 - Nominating Committee

- A. Should consist of a chairperson and two (2) or more other members.
- B. Shall preside over the nomination and election of officers.
- C. Shall attend the October officers meeting to review the nominees.

Section 3- Trail Committee/Metro Park Liaison

- A. Should consist of a chairperson and two (2) or more other members
- B. Shall be responsible for the promotion, maintenance and development of trails for horses in all areas of Lorain County and shall be responsible for working with the necessary agents to this effect. Will work closely with the Lorain County Metroparks to further develop bridle trails within their system.

Section 4 - Communication Committee

- A. Should consist of a chairperson and other members.
- B. Shall be responsible for maintaining the chapter website.
- C. Shall be responsible for submitting articles to the monthly County Lines (Corral).

Section 5- Special Committees

Any special committee may be appointed by the President as deemed necessary.

ARTICLE XI Disciplinary Action

Section 1

The county chapter has the right to determine who attends their meetings and to control the membership while the meetings are in progress. All members have the right to attend except where by-laws provide for an automatic suspension or the membership has voted penalizing a member for specific offense.

- A. the presiding officer has the ultimate responsibility of maintaining the order at all meetings by redirecting the flow of the meeting.
- B. The presiding officer or any member may call another member to order. If the offender had the floor, the presiding officer will put the question to the membership if the offender should be allowed to continue.
- C. If, after having repeated the warnings, unreasonable conduct continues by a

member, the presiding officer may name the offender and direct the secretary to record objectionable or disorderly words used by that member. The recommendation for action is made in the form of a motion by the membership to seek an apology, suspension, or expulsion. Expulsion requires a 2/3 vote of the membership in attendance.

D. A member may appeal a decision in writing to the Executive Officers within 7 days of the meeting.

ARTICLE XII Amendments to the By-Laws

Section 1 -Proposed Amendment

Shall be referred to the by-laws committee or the Executive Officers for review.

Section 2 - Distribution

Distribution of the proposed changes shall be made to all members of the Lorain County Chapter of OHC through a mailing at least one month preceding a general membership meeting.

Section 3 - Approval for Adoption

Amendments shall require a 2/3 affirmative vote of the general membership present at the general membership meeting.

ARTICLE XIII Rules of Order

Meetings shall be governed by the current edition of Robert's Rules of Order, newly revised, this being a general guideline.