

Final Revision -- December 15, 2013

HEART MOUNTAIN DRESSAGE CLUB BY-LAWS

ARTICLE I: NAME

The name of this Wyoming non-profit corporation shall be the Heart Mountain Dressage Club, hereinafter referred to as HMDC.

ARTICLE II: PURPOSE AND OBJECTIVES

Section 1: PUPOSE

the purpose of the HMDC is to promote and encourage a high standard of knowledge and accomplishment in dressage.

Section 2: OBJECTIVES

- a) to provide dressage training and schooling opportunities
- b) to encourage knowledge and understanding of dressage through meetings, videos, clinics, seminars and other activities, and
- c) to provide an opportunity for social interaction among people who have a common interest in dressage.

ARTICLE III: MEMBERSHIP

Section 1: GENERAL MEMBERSHIP:

General Membership shall consist of all voting members and shall act as the policy making body of the HMDC. The General Membership shall vote on all policy issues that come before the Executive Board, including proposed changes in the by-laws, dues, and assessments.

Section 2: ACTIVE MEMBERS

Active Memberships shall consist of all dues-paying members who participate in activities and events of the HMDC. Each active Member shall have one vote in HMDC business.

Section 3: FAMILY MEMBERS

Family Memberships will be available to additional family members when one person in the household is already an Active Member in the HMDC. Family Members shall have all the privileges of Active Members.

Section 4: SUBSCRIBING MEMBERS

Subscribing Memberships shall consist of any

person or business that purchases a newsletter membership(s) for the purpose of financially supporting the HMDC. Subscribing Members shall be non-voting.

ARTICLE IV: DUES

Section 1: AMOUNT

The amount of annual dues of the membership must be approved by a majority of the membership present at a General Membership meeting.

Section 2: MEMBERSHIP

No individual is considered a member of the HMDC until dues are paid for the current year (from December 1 to November 30). Dues are considered delinquent if not paid by December 1 of that year.

ARTICLE V: MEETINGS

Section 1: PARLIAMENTARY PROCEDURE

Parliamentary authority for all meetings of the HMDC shall be governed by "Robert's Rules of Order" except when that is in conflict with these by-laws.

Section 2: ELECTION MEETING

A General Membership meeting shall be held each year in November for the purpose of electing officers and a member-at-large. The time and place of this meeting will be designated by the President.

Section 3: CALLED BY THE PRESIDENT

General Membership and/or Executive Board meetings may be called by the President throughout the year at times and places designated by the President.

Section 4: CALLED BY THE EXECUTIVE BOARD

General Membership and/or Executive Board meetings may be called by a simple majority of the Executive Board at times and places designated by them.

Section 5: CALLED BY MEMBERSHIP

General Membership meetings may be called when 30% of the voting members indicate by written request to the Executive Board that an action be taken, or that an action currently being taken be discontinued. The Executive Board shall schedule a General Membership meeting in a prompt and timely manner on receipt of such a request.

Section 6: QUORUM

Those members present at any General Membership meeting shall constitute a quorum provided that prior notice of the meeting is given in the HMDC newsletter, by written notification given to members, by email, or directly to members by telephone.

ARTICLE VI: OFFICERS

Section 1: PRESIDENT

The President shall be chief executive officer of the HMDC. He/she shall preside at all HMDC meetings and Executive Board meetings. He/she shall, with the Secretary, sign all contracts of the HMDC. The President shall have the authority to approve all committees. He/she shall be an ex-officio member of all committees. The President may at any time call a meeting of the Executive Board of the General Membership. The President may prepare an agenda in advance of each club meeting.

Section 2: VICE-PRESIDENT

In the absence of the President, the Vice-President shall exercise any power or duty of the President. The Vice-President, in cooperation with the Treasurer, shall be the membership director, responsible for orchestrating the renewal of members and the registration of new members with USDF.

Section 3: SECRETARY

The Secretary shall be responsible for minutes of all HMDC meetings. The Secretary shall maintain the correspondence of the HMDC. He/she will also keep a current list of membership. The Secretary, shall, with the President, sign all contracts of the HMDC.

Section 4: TREASURER

The Treasurer shall assume the responsibility of reporting to the HMDC on all financial matters involving the HMDC, and of submitting such written reports as may be required and/or requested by the Executive Board. He/she shall have the authority to issue and sign checks for the HMDC.

Section 5: MEMBER-AT-LARGE

The Member-at-Large shall bring member concerns before the board. This position has a vote and voice on all board issues, bringing the Executive Board to an odd number and avoiding tie votes during board decisions. The Member-at-Large shall be responsible for Year-End Awards.

Section 6: TRANSFER OF RECORDS

Each officer and committee chairperson at the expiration of his term of office or in the case of resignation shall transfer all records pertaining to that office or committee to the Executive Board in a timely manner.

ARTICLE VII: EXECUTIVE BOARD

Section 1: DUTIES

The government and business of the HMDC, the administration of its work, the control of its property and records, and expenditure of funds necessary to carry on the activities of the HMDC, shall be vested in the Executive Board.

Section 2: SUBJECT TO GENERAL MEMBERSHIP

In all its actions the Executive Board shall be charged with the responsibility of fulfilling the objectives of the HMDC. The Executive Board shall encourage and maintain open communication with the General Membership.

Section 3: MEMBERS

The Executive Board shall consist of the four officers and one member-at-large. The immediate past president may sit as advisor of the Board, but shall not have a vote and shall not be considered when determining a quorum.

Section 4: QUORUM

A simple majority of the members of the Executive Board shall constitute a quorum for transacting business.

Section 5: VACANCIES

Resignations or vacancies occurring on the Executive Board shall be filled by appointment by the Board until such time as elections are held by the General Membership. Such an appointee shall be an Active Member.

ARTICLE VII: COMMITTEES

There may be such standing and temporary committees as are deemed necessary to carry on the work of the HMDC. Committees shall be formed by members who volunteer to serve on them and if they choose to do so, they may elect a chairman from among themselves. Committees and committee chairpeople may be approved by the President.

ARTICLE IX: ELECTIONS

Section 1: ELECTION MEETING

Each year in November a General Membership meeting will be held for the purpose of electing officers and a member-at-large.

Section 2: ELIGIBILITY

All candidates for officer or member-at-large shall be voting members.

Section 3: TERM OF OFFICE

Term of office shall be one year (December 1 – November 30). New officers and member-at-large shall take office immediately following adjournment of the annual election meeting.

Section 4: NOMINATIONS

At least one name for each of the offices of President, Vice-President, Secretary, and Treasurer shall be placed in nomination by the Executive Board. Nominations from the floor may be added to the ballot for the four offices. Nomination for Member-at-Large shall be made from the floor at the election meeting.

ARTICLE X: PROXY

Proxies must be in writing to be acceptable for voting on election of officers or amendments to by-laws.

ARTICLE XI: BY-LAW AMENDMENTS

These by-laws may be amended or altered by a two-thirds majority of those voting members present or represented by written proxy at any General Membership meeting, provided that the written notice of the meeting has been made to members at least thirty days prior to the date of the meeting that the by-law amendments will be on the agenda.

ARTICLE XII: DISSOLUTION

Upon dissolution of the HMDC, any funds remaining in the treasury or any other assets of the HMDC shall be distributed for one or more exempt purposes in accordance with the provisions of the Internal Revenue Code 501(c)(3), or the corresponding section of any future federal tax code to any qualifying tax exempt organization chosen by the Executive Board and approved by a majority of the voting members present at the dissolution meeting.