

Ottawa County Horse Foundation, Inc.
Constitution
Effective March 21, 2016

ARTICLE I: NAME

The organization shall be known as Ottawa County Horse Foundation, Inc. (OCHF).

ARTICLE II: PLACE OF BUSINESS

The principal place of business shall be Ottawa County, Ohio; members shall reside elsewhere.

ARTICLE III: MISSION

The Foundation is organized under the provisions of the Ohio Non-Profit Corporation Code for the following purposes: provide a vehicle for equine owners and supporters to share ideas and suggestions for horse-related issues, through education and other social and service functions, work alongside but not exclusively with the Ottawa County 4-H Horse Program, Ottawa County Senior Fair Board, and the Ottawa County Fair's Draft / Race Horse Committee to provide resources to promote the building and maintenance of safe barns and arena facilities.

ARTICLE IV: MEMBERSHIP

Section 1. Membership is open to any person regardless of what county they reside in.

Section 2. Individual membership runs the calendar year (January 1 – December 31). Membership is accomplished by making application and payment of dues to OCHF.

- A. As of January 1, 2017, there will be a \$5 increase in membership fees if not paid by April 1st.

Section 3. Any family or individual having joined the association shall thereby become subject to all the Rules and By-Laws of the association and shall be subject to suspension or expulsion from the organization for inappropriate conduct or infraction of the rules by recommendation for the Trustees after a full and fair hearing of the facts, and by a vote of two-thirds (2/3) of the delegates, officers, and trustees present at a regular meeting.

ARTICLE V: OFFICERS

Section 1.

Officers

- A. The elected officers shall a President, Vice President, Secretary, Treasurer, and Media Coordinator.
- B. These officers shall perform the duties prescribed in the By-Laws.
- C. OCHF officers shall be elected by general membership at the November meeting.
- D. Shall be an Individual or Lifetime member in good standing.
- E. No member shall hold more than one (1) elected OCHF office concurrently.
- F. The officers shall be elected to serve for two (2) years or until their successors are appointed or elected.
- G. The term of office shall begin on January 1.
- H. No member shall be eligible to serve more than two (2) consecutive, elected, two-year terms in the same office.
- I. In the event an officer cannot complete their term, the following procedures shall be enacted. If the President cannot complete their term, the Vice President shall step up temporarily to fill the vacancy of the President until the next meeting and an election can be held. If the Vice President, Secretary, or Treasurer position(s) become vacant during

the year, the President shall appoint on a temporary basis a stand-in until the next meeting and an election can be held.

Section 2.

Duties of Officers

PRESIDENT

- A. Preside at all meetings
- B. Serve as an official representative of the Foundation
- C. Report at each meeting and prepare an annual report
- D. Sign documents on behalf of the Foundation
- E. Make position appointments as specified in by-laws
- F. Shall direct the Secretary in the preparation of the agenda for meetings

Duties during Meetings

- A. Call the meeting to order on time
- B. Announce the business before the assembly in the order prescribed in the agenda
- C. Recognize members who are entitled to the floor
- D. Process all motions
- E. Expedite business
- F. Conduct the meeting in a fair and equitable manner

VICE PRESIDENT

- A. Preside when the President is absent or must vacate the chair and fill a vacancy in the office of the President
- B. Be familiar with the President's duties
- C. The Vice President shall preside over all committees.

SECRETARY

Before Meetings

- A. Shall prepare and distribute an agenda at the direction of the President
- B. Distribute meeting materials to the members before all meetings
- C. Send out the call of meeting (the official notice of a meeting given to all members of the organization)
- D. Before the annual meeting, prepare the annual report

During Meetings

- A. In the absence of the President and Vice President, the Secretary calls the meeting to order
- B. Have access to the minutes book
- C. Have access to all of the governing documents of the organization
- D. Have a list of the current membership as well as the current committees. Maintain the official list of members, official attendance list, and committee members.
- E. Keep notes of what occurred at the meeting
- F. If any governing documents are amended at the meeting, the Secretary shall put in written form the exact wording of the change
- G. Written wording with changes shall be read out loud and copies distributed upon request before adding to the official documents
- H. Shall deliver records – minutes, files, and documents – to the incoming Secretary within two weeks of the new Secretary taking office

TREASURER

The Treasurer receives all incoming money and disperses that money according to the instructions from the Foundation.

- A. Assure funds are processed accurately and in a timely manner
- B. Keep appropriate records for yearly audit and budgeting needs
- C. Shall oversee professional preparation of the OCHF tax forms for submission to the IRS
- D. Pay all invoices and reimbursements as allowed for in approved budget

MEDIA COORDINATOR

The Media Coordinator shall oversee the organization's website, social media, and any printed material representing the Foundation.

Section 3.

Office Vacancies

- A. In the event that an officer resigns an elected position, the resignation notice must be submitted in writing and addressed to the President to become part of the permanent records. If the President wishes to resign, written notice must be given to the Secretary.
- B. Officers failing to attend two consecutive or three total meetings per year, without a prior notice and / or just cause, will be removed from office, and will not be permitted to run for office in the following election. Written notice will be given in advance of termination via email, text message, or certified mail.
- C. Vacant positions will be filled by an election at the meeting following the termination.
- D. On the expiration of the term or removal of any officer for any reason, the officer must turn over to the President all money, books, property, and any other assets belonging to OCHF.

ARTICLE VI: MEETINGS

Section 1. Meetings shall be open to the public, but only dues-paying members shall have voting privileges.

Section 2. Meetings shall be held monthly, on dates and locations determined by the incumbent officers.

Section 3. All meetings shall be conducted according to Robert's Rule of Order.

Section 4. A quorum shall consist of three out of the five officers.

ARTICLE VII: DISSOLUTION

In the event that, for any cause or reason, OCHF shall cease to exist as a formal entity, the officers shall dispose of the assets of the organization that may remain at the time. Property, if any, shall be liquidated, and combined with any funds that remain in the treasury and be donated to an organization of the association's choosing. Copyrights and trademarks, if any, shall be assigned or cancelled, as appropriate. Any formal donation, cancellation, or assignment shall be the final act of the OCHF officers and members.

ARTICLE IX: AMENDMENT OF CONSTITUTION AND BY-LAWS

Section 1. Notice. Any member or officer may propose an amendment to the Constitution or By-Laws of OCHF by submitting it, in writing, to the President or Secretary.

Section 2. Publication. Proposed By-Law changes shall be submitted for publication at least one meeting prior to the meeting that it shall be considered for vote.

Section 3. Procedure. All proposed changes shall be reviewed by the officers. A two-thirds ($\frac{2}{3}$) vote of the members present at the membership meeting is required for adoption.

Section 4. Date of Amendments. Any amendment passed at the membership meeting shall take effect January 1 of the following year. This limitation may be waived by the majority vote of the officers upon finding extraordinary circumstances which:

- A. Concerns the safety, health, or well being of a horse and/or rider
- B. Materially benefits OCHF programs or its financial stability
- C. Involves other compelling circumstances