



St. Clair County Arabian Horse Association

ARTICLE I- NAME OF ORGANIZATION

SECTION 1.

The name of the organization shall be the St. Clair County Arabian Horse Association.

ARTICLE II- MISSION STATEMENT

SECTION 1.

The purpose of this organization shall be to develop camaraderie amongst the Arabian and Half-Arabian horse owners and to promote the Arabian and Half-Arabian breeds.

ARTICLE III-MEMBERSHIP

SECTION 1.

Membership shall be open to anyone interested in joining this association regardless of where they reside.

SECTION 2.

Membership shall consist of:

- A:** Family Parent or guardian with all minor children and includes those children up to age 25 currently enrolled in higher education.
- B:** Individual Membership: those eighteen (18) years or older.
- C:** Each Membership includes **ONE** voting privilege.
- D:** All members are eligible and encouraged to participate on committees.



St. Clair County Arabian Horse Association

SECTION 3.

Application for membership shall be made via the Membership Committee accompanied by the appropriate fee made payable to the St. Clair County Arabian Horse Association and submitted to the Association Treasurer.

SECTIONS 4.

After investigation, if, in the opinion of a majority of the board of directors, a membership should be revoked, the Board shall so recommend to the President. The President shall then place it on the floor of the next meeting or a general membership meeting. A two-thirds (2/3) majority vote of the members present at the meeting will be necessary to revoke a membership.

ARTICLE IV- DUES AND REVENUES

SECTION 1.

The Association dues shall be proposed by the Board of Directors with the approval or disapproval by the majority of votes by the general membership at one of the General Membership Meetings.

All dues shall be paid to the Membership Chairperson and placed in the general treasury.

SECTION 2.

Membership year and fiscal years shall be from January 1st through December 31st.

- A.** Members who do not renew their membership prior to March 1st of every year shall be dropped from the Association roster and forfeit voting privileges.
- B.** Dues for new members joining the Association on/or after October 1st shall include the following year with voting privileges starting January 1st of the following year.

SECTION 3.

Proceeds from any money project will be deposited into the general treasury unless previously specified for another purpose.



St. Clair County Arabian Horse Association

ARTICLE V- OFFICERS AND BOARD OF DIRECTORS

SECTION 1.

The Board of Directors of the Association shall consist of the elected officers of President, Vice-President, Secretary, Treasurer, and three (3) Directors at Large.

SECTION 2.

The Board of Directors shall have the power to take any action not inconsistent with the law, with the Articles of Incorporation, with the Association By-Laws, or with any duly enacted resolution of any General Membership meeting.

A. The Board of Directors may delegate to any Committee or Officer any portion of its power subject to any limitations, which it may see fit to impose.

SECTION 3.

The Officers of this Association shall be elected by ballot at the Annual Meeting in October. Each Officer's term shall consist of two (2) years. Officers shall commence their term at the November meeting except the Treasurer shall be January 1st.

SECTION 4.

Qualification for a member to hold office shall be a person of at least 18 years of age and a member of the Association in good standing who had belonged to SCCAHA for at least ninety (90) days prior to election.

SECTION 5.

Officers do not have term limitations.

SECTION 6.

The Officers of this Association shall have those powers delegated to them by these By-Laws and such additional powers as may be delegated at one of the General Membership Meetings of by the Board of Directors.



St. Clair County Arabian Horse Association

SECTION 7.

The Office of Director shall be considered vacant under the following circumstances:

The death, resignation, permanent inability to assume the duties of Director, failure of a Director to maintain a membership or the removal of a Director from office by a two-thirds (2/3) of votes of the membership cast at the annual meeting.

- A.** Any member of the Board of Directors who has missed three (3) consecutive meetings of the Board, without just cause, may result in removal from office.
- B.** The Board may give consideration to a request for resignation.
- C.** Any vacancy occurring shall be filled at the next Board or General Meeting.

ARTICLE VI-DUTIES OF OFFICERS

SECTION 1.

President

The President shall preside at all meetings of the membership and the Board of Directors; shall be the Executive Officer of the Association; appoint all SCCAHA Committees and their Chairpersons and be an ex-officio member of all Committees except the Nominating Committee; and shall perform all duties required of the President by these By-Laws or delegated to him/her by the Board of Directors.

A. All financial transactions will be approved for payment at a monthly Board meeting. Special circumstances must be approved by the President and presented at the next Board meeting.

SECTION 2.

Vice- President

The Vice-President shall assume all duties of the President in the event of the President's absence or inability to act; or at the President's request.



St. Clair County Arabian Horse Association

SECTION 3.

Secretary

The Secretary shall

- A.** Prepare an agenda for the meetings and take attendance, either by roll call or sign in sheet of all members and guests present, for/at all of the meetings of the association.
- B.** Keep minutes of all meetings of the Association and all meetings of the Board of Directors with the names of the Directors present.
- C.** Keep records and books of minutes from prior years, to be kept in a place the Board of Directors may order.
- D.** Keep the record of the Association.
- E.** Keep a record of officers and committee members appointed, record of the date and for what period of time these appointments are for, and a record of time served.
- F.** Keep a record of election results with the number of votes received by each nominee.
- G.** Keep a roster of the members with the date on which the membership began and ceased.
- H.** Keep a corrected copy of the Association By-Laws.
 - 1.** Give, or cause to be given, proper notice of all meetings of the Association and the Board of Directors.
 - 2.** Notify Officers and Committee members of their appointment.
 - 3.** Provide a written notice to any member removed from Office, Committee, Chairmanship or Membership.
 - 4.** Furnish Committees all papers referred to them.



St. Clair County Arabian Horse Association

5. Conduct or cause to be conducted all correspondence and communications approved by the President and perform all duties incident to the Office of Secretary.
6. Have such duties as may be delegated by the President or the Board of Directors.
7. Be allowed petty cash in an amount specified by the Board of Directors.

SECTION 4.

Treasurer

The Treasurer shall:

- A. Keep full and accurate accounts of receipts and disbursements in the book of belonging to the Association and shall deposit monthly all monies and other valuable effects in a bank designated by the Board of Directors in the name of St. Clair County Arabian Horse Association.
- B. Disburse all funds of the Association as may be ordered by the Board of Directors, taking vouchers for such disbursements.
- C. Render to the President and Board of Directors at the regular meetings of the General Membership an account of all his/her transactions as Treasurer and a statement of the financial condition of the organization.
- D. Shall keep records, and books may be subject to an audit on demand of the Board of Directors.
- E. Prepare a budget for approval at such time as the Board of Directors deems necessary.
- F. Be allotted petty cash in an amount specified by the Board of Directors.
- G. Prepare a detailed "Income/Disbursement Statement" for the fiscal year and submit to the Board of Directors.
- H. Provide the financial records of the Association to the Audit Committee by March of each year.



St. Clair County Arabian Horse Association

- I. An annual audit of the financial records of the Treasurer shall be made by an accountant selected by the Board of Directors and reported at the February General Membership Meeting.
- J. The Office of Treasurer shall be bonded and the cost thereof shall be paid by the Association.

ARTICLE VII-MEETINGS

SECTION 1.

Regular and Special Meetings of the Membership.

- A. There will be a General Meetings of the Membership Meeting in February and October.
- B. Special meetings, for the purpose of conducting extraordinary business the Association, may be called by the President; the Board of Directors, by properly executed petition signed by sixty percent (60%) of the membership, and with thirty (30) days prior written notification to the membership on the Website.
- C. Those members present at a duly called special Meeting of the Association pursuant to these By-Laws shall constitute a quorum to transact business.

SECTION 2.

Annual Meeting

- A. Unless otherwise ordered by the President of by the Board of Directors, the regular meeting in October will be the Annual Meeting.
- B. At least thirty (30) days prior to the Annual Meeting, proper notice shall be made to the membership either by the Association Website.



St. Clair County Arabian Horse Association

- C.** At the Annual Meeting, the following business will be conducted:
 - 1.** Submission of Annual Reports of All Committees.
 - 2.** Nomination and election of Officers and Directors (every two years).
 - 3.** Voting on any properly submitted Amendment to the By-Laws.
 - 4.** All other business appropriate to come before an Annual Meeting.
- D.** Each member qualified to vote shall be issued a voting packet upon his/her arrival at the Annual Meeting.
- E.** By- Laws may be amended at the February General Meeting.

SECTION 3.

Election

- A.** Election shall be by written ballot.
- B.** In addition to nominations by the Nominating Committee, nominations may be made from the floor by the membership if the nominees are members in good standing.
- C.** All nominees must have consented to accept nominations before their names are placed in nomination either by the Committee or from the floor.
- D.** In the election of the Officers or Directors, a majority of votes cast shall be necessary for an election and the presiding Officer will not vote except in the case of a tie.
- E.** Members must be present to vote.

SECTION 4.

Meeting of the Board of Directors

- A.** Unless otherwise ordered by the Board of Directors, there shall be a meeting of the Board at least once each month, except for the months of November and January, with date, time and place being designated by the President.



St. Clair County Arabian Horse Association

- B.** The President or the majority of the Board may call a Special Meeting of the Board at any time and any place upon reasonable notice (7 days) to each Board Member in writing.
- C.** Any meeting of the Board called pursuant to these By-Laws, the presence of a simple majority of the members of the Board of Directors shall constitute a quorum to transact business.
- D.** The Board of Directors may take action by contacting the Board Members by mail, email, or telephone and a majority of vote shall rule. Verification of telephone voting shall be confirmed in writing. If voting is done by email, that email shall be considered written confirmation.
- E.** Association members present at the Board of Directors meetings are considered meeting members and have the same discussion and motion making privileges as the Board Member.

ARTICLE VIII-COMMITTEES

SECTION 1.

There shall be Standing and Temporary Committees.

Standing Committees

- A.** The Advertising and Publicity Committee shall secure customers for the Association's publication and shows, and publicize the activities of the Association through the press and other media.
- B.** The Fundraising Committee shall advise and assist individual fundraising projects.
- C.** The Historian shall maintain a history of the Association together with substantiating data and shall maintain a permanent, written and pictorial record chronicling the Association's activities.



St. Clair County Arabian Horse Association

- D.** A Youth Committee shall consist of members less than 18 years of age to present their ideas/suggestions to the Board of Directors following the rules of the established By-Laws. A Chairman is to be elected by the Youth Committee.

Temporary Committees

Temporary Committees shall be set up at the discretion of the President who shall have sole power to appoint members and duties. These Committees shall report back to the President and Board of Directors if necessary.

- A.** Committees shall submit all plans and budgets to the Board of Directors for approval.
- B.** When terminated, the Committee shall return to the Association Secretary all paper entrusted to the committee.
- C.** A majority of the members of the Committee shall constitute a quorum to transact business.

ARTICLE IX- GENERAL PROVISION

SECTION 1.

Amendments of By-Laws

- A.** Amendments to the By-Laws, Amendments, to the Articles of Incorporation, or dissolution of the Association may be made at one of the General Membership Meetings or a Special Meeting called for that purpose. Amendments must be passed by a two-thirds (2/3) majority of the members present.
- B.** Proper notice of said meeting shall be posted to the website at least thirty (30) days prior to one of the General Membership Meetings or Special Meeting.
- C.** Proposed amendments shall be submitted in writing to the President with a copy to the Secretary (30) days prior to the meeting. The membership shall be notified of the proposed amendment by publishing same in the Association Newsletter prior to the meeting.



St. Clair County Arabian Horse Association

SECTION 2.

Dissolution of Assets

- A.** The dissolved charitable purpose organization is required to obtain written approval from the Attorney General before disposing of any of its assets.
- B.** In the event of dissolution, all assets, real and personal, shall be distributed to The Blue Water Humane Society after all bills are paid.

SECTION 3.

Robert's Rule of Order- Newly Revised

The rules contained in Robert's Rules of Order-Newly Revised may govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules which the Association may adopt.

SECTION 4.

Voting by proxy will be permitted at general meetings.

ARTICLE X: SUPPRESSION

The forgoing By-Laws were approved on the 2nd day of November, 2000

- A.** The forgoing By-Laws were amended and approved on the 5th day of February, 2003.
- B.** The forgoing By-Laws were amended and approved the 1st day of February 2007.
- C.** The forgoing By-Laws were amended and approved on the 5th day of February 2009.
- D.** The forgoing By-Laws were amended and approved on the 22nd day of October 2010.
- E.** The forgoing By-Laws were amended and approved on the 19th day of October 2013.