



Friesian Horse Association of Oklahoma By-Laws

Article I: Name

The name of this organization shall be *Friesian Horse Association of Oklahoma* and shall be referred to hereafter as such.

Article II: Objectives

The objectives of the association are to foster, encourage and promote the general interest, welfare, and study of the Friesian horse; from breeding, to riding the trails, horse shows, breed expos, and other equine activities; to offer Oklahoma and surrounding states the opportunity to participate in educational and show events closer to their home state in promotion of the Friesian horse.

Article III: Policy

The organizations' policy shall be to cooperate with and assist local organizations in all phases of Friesian horse activities and education. No profits shall be provided to any individual member of this association from association sanctioned activities.

Article IV: Membership and Dues

Membership in Friesian Horse Association of Oklahoma shall be open to any person who owns a Friesian horse or any person who has an interest in the Friesian horse breed upon submission of an application and the payment of the appropriate membership fees as described herein. This association will be allowing non-FHANA members to be members of Friesian Horse Association of Oklahoma. The application shall be furnished by Friesian Horse Association of Oklahoma. Membership will be renewed each January 1st. Membership may be pro- rated for new members that are joining mid-term.

- **Adult Membership:** \$65.00 (Members over eighteen years of age on the preceding 1st of January.)
- **Junior Membership:** \$25.00 (Members under eighteen years of age on the preceding 1st of January.)
- **Family Membership:** \$75.00 (Members shall be considered to consist of a Parent(s) or Guardian(s) and any of their "Junior" children residing in the same household.)
- **Member with Interest:** \$25.00
- **Part Bred Friesian Horse member:** \$25.00



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Article V: Powers and Duties of Officers - Annual Term

Elections will be held on an annual basis at the final open meeting for positions that are expiring. Some special elections may be held to prevent multiple concurrent vacancies. If the Board has difficulty with assigning Board members, the President will need to select Board for the next year upon request of members.

Article VI: Approval of Association Activities and Publications

Section 1: Requirement of Board Approval

All planned events, activities, and initiatives conducted in the name of the Association must receive prior approval by a majority vote of the Board of Directors. This includes, but is not limited to:

Association-sponsored events, clinics, shows, or gatherings.

Entries, articles, or advertisements in magazines, journals, or other publications representing the Association.

Any public statements, contracts, or commitments made on behalf of the Association.

Section 2: Submission Procedure

Proposals for events, publications, or initiatives shall be submitted in writing to the Secretary no less than ten (10) days before a scheduled Board meeting. The Secretary will ensure the proposal is placed on the agenda for Board review and vote.

Section 3: Binding Authority

No member, officer, or committee shall bind or represent the Association in any activity, publication, or external commitment without the prior approval of the Board of Directors as required under this Article.

Section 4: Enforcement

Actions undertaken without prior Board approval may be deemed unauthorized and not recognized as official Association activities. The Board reserves the right to rescind or disavow any such action.



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Article VII: Duties of the President

Section 1: Chief Executive Officer

The President shall be the chief executive officer of the Association and shall exercise general supervision over its affairs, subject to the authority of the Board of Directors.

Section 2: Presiding Officer

The President shall preside at all meetings of the Board of Directors and the membership and shall ensure that such meetings are conducted in accordance with the By-laws and applicable parliamentary authority.

Section 3: Representation and Execution

The President shall act as the official representative of the Association and shall execute all contracts, agreements, and other instruments on behalf of the Association as authorized by the Board of Directors.

Section 4: Board Leadership

The President shall ensure that all resolutions and policies adopted by the Board of Directors are implemented and shall provide leadership and guidance to the officers, committees, and membership.

Section 5: Committees

The President shall appoint the chairs and members of committees, subject to Board approval when required, and shall serve as an ex officio member of all committees except the Nominating Committee.

Section 6: Reports

The President shall present, at least annually, a report to the membership on the affairs and activities of the Association, including its financial condition.

Section 7: Additional Duties

The President shall perform such other duties as may be assigned by the Board of Directors or as prescribed by the By-laws.



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Article VIII: Duties of the Vice President

Section 1: Assistance to the President

The Vice-President shall assist the President in the performance of the President's duties and shall perform such tasks as may be assigned by the President or the Board of Directors.

Section 2: Presiding in Absence

In the absence or inability of the President to act, the Vice President shall preside at meetings of the Board of Directors and of the membership and shall exercise the powers and perform the duties of the President.

Section 3: Succession

In the event of a vacancy in the office of President, the Vice President shall assume the office of President and shall serve until the next election of officers or until otherwise directed by the Board of Directors in accordance with these By-laws.

Section 4: Additional Duties

The Vice President shall perform such other duties as may be assigned by the Board of Directors or the President.

Article IX: Duties of the Treasurer

Section 1: Chief Financial Officer

The Treasurer shall be the Association's chief financial officer and shall be responsible for the custody of all funds, securities, and financial records of the Association, subject to the Board of Directors' direction and control.

Section 2: Deposits and Disbursements

The Treasurer shall deposit all monies of the Association in such banks or financial institutions as may be designated by the Board of Directors. The Treasurer shall disburse funds only as authorized by the Board and shall keep full and accurate accounts of all receipts and disbursements.

Section 3: Financial Records and Reports

The Treasurer shall maintain proper books of account and shall present financial reports to the Board of Directors at its regular meetings. The Treasurer shall also present an annual economic report to the membership.



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Section 4: Budget Preparation

The Treasurer shall prepare, or assist in preparing, the annual budget for approval by the Board of Directors and shall monitor the Association's financial condition on an ongoing basis.

Section 5: Compliance

The Treasurer shall ensure that all tax returns, financial reports, and other documents required by law are properly prepared and filed on time. The Treasurer shall make financial records available for audit or review as directed by the Board.

Section 6: Transition of Records

At the conclusion of the Treasurer's term of office, the Treasurer shall deliver all funds, records, and other property of the Association in their custody to their successor or to the President.

Section 7: Additional Duties

The Treasurer shall perform such other duties as may be assigned by the Board of Directors or the President.

Article X: Duties of the Secretary

Section 1: Minutes and Records

The Secretary shall record and maintain the minutes of all meetings of the Board of Directors and of the general membership. Approved minutes shall be preserved as the official record of such meetings and shall be made available to the Board and membership upon request.

Section 2: Notices and Correspondence

The Secretary shall issue notices of all meetings of the Board of Directors and the membership as required by these By-laws and shall conduct such correspondence as may be directed by the Board or the President.

Section 3: Membership Records

The Secretary shall maintain a current and accurate roster of the Association's membership, including contact information, and shall report on membership status to the Board of Directors as requested.



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Section 4: Support of the Board

The Secretary shall assist the President in preparing agendas for Board and membership meetings and shall ensure that Board members are provided with the necessary documents and materials in advance of such meetings.

Section 5: Custodian of Records

The Secretary shall serve as custodian of the Association's official documents, including but not limited to the By-laws, policies, contracts, insurance documents, and official correspondence.

Section 6: Legal and Compliance

The Secretary shall ensure that required filings, reports, and other compliance documents are prepared and submitted in accordance with applicable laws and regulations, unless otherwise assigned by the Board of Directors.

Section 7: Transition of Records

At the conclusion of the Secretary's term of office, the Secretary shall deliver all Association records, files, and documents in their custody to their successor or to the President.

Section 8: Additional Duties

The Secretary shall perform such other duties as may be assigned by the Board of Directors or the President.

Article XI: Annual Elections

Section 1: Seats Subject to Election

Each year, the Board shall determine which offices or director seats are up for election, in accordance with the term schedule established in these By-laws.

Section 2: Eligibility & Nomination

- (a) Any member of FHANA in good standing, meeting eligibility criteria as set by the FHANA Chapter By-Laws, may be nominated for election.
- (b) The Board (or Nominating Committee) shall solicit nominations at least thirty (30) days before ballots are sent. Nominees must submit a written acceptance by the nomination deadline to the Secretary of the Chapter.
- (c) The Board shall verify that all nominees meet eligibility requirements.



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Section 3: Election Notice & Ballots

- (a) At least fourteen (14) days before the voting deadline, the Association shall distribute to all voting members: the list of candidates, candidate statements, and ballot instructions.
- (b) The notice must specify the method(s) of voting permitted (in person, by proxy, absentee, or electronic, if authorized).
- (c) All ballots shall be uniform in style and form, and if secret ballots are required, the process must preserve anonymity (e.g. double envelope).

Section 4: Voting & Ballot Casting

- (a) Members shall cast ballots by the prescribed deadline. Late ballots shall not be counted.
- (b) Proxy votes or absentee ballots shall be handled as specified by these By-laws.
- (c) Ballots that do not comply with instructions (overvotes, undervotes, invalid signatures) may be disqualified as prescribed.

Section 5: Counting & Results

- (a) The Board or designated Elections Committee (or an independent Inspector of Elections) shall open and count ballots in a transparent process with observers as allowed.
- (b) The candidate(s) receiving the highest number of valid votes for each vacancy shall be declared elected (unless these By-laws require a different voting threshold).
- (c) In the event of a tie, the outcome shall be determined by [tie-breaking method, e.g. runoff, lot drawing].

Section 6: Certification & Notice of Outcome

The Chair of the counting body shall certify the election results. The results shall be announced to the membership within seven (7) days after counting.

Section 7: Board Organizational Meeting

Within fourteen (14) days following the election, the newly elected Board shall convene to elect or appoint officers and to handle organizational matters.

Section 8: Record Retention and Transition

All ballots, election materials, and the official tally shall be retained in the records of the Association for ten (10) years. Outgoing directors/officers shall deliver all relevant records, files, and property to their successors within fourteen (14) days of assuming office.



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Article XII: Meetings

Section 1:

Annual general membership meetings shall be at a minimum once a year. Open meetings may include but are not limited to clinics, demonstrations, and guest speakers. Dates will be posted in the newsletter, on the website, on social media, and by electronic or special mailing.

Board meetings of the association shall be held annually or at the request of the president and/or the board of directors. Notifications of special meetings shall require 2 weeks' written notice.

Section 2:

Quorum: Three Board members shall constitute a quorum at an open meeting. Three board members will constitute a quorum at a board meeting.

Section 3:

Voting Requirements: All FHANA members in good standing at an open meeting are eligible to vote for FHANA related voting activities. All General Membership in good standing will be eligible to vote for Friesian Horse Association of Oklahoma activities.

Section 4:

Nominations: Nominations shall be provided to the Board and provided to the membership via email or written letter to the Board in October prior to the annual meeting in November. All Board positions must be a FHANA member in good standing.

Section 5:

Voting: Available Board Member positions will be voted on once a year at the annual meeting in October. Ballots will be provided at the meeting and will be accepted at that time. Absentee ballots will be made available by mail and digitally.

Article XIII: Board Members, General Members

The procedure to have any Board Member and member(s) removed is as follows:

- a) The Board has the power to dismiss any Board member or general member for non-payment of dues, or monies owed, disorderly conduct, un-sportsman like conduct not in the best interest of the Friesian horse.
- b) Written notice of complaint must be received by the Board within one week of the date of the event to be presented for discussion at the next Board meeting.



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- c) The Board member or General Member against whom the complaint has been filed will be notified in writing with specifics of the complaint and given ample opportunity to be heard before the Board at the following meeting.
- d) A three out of five majority vote of the board is required for dismissal.
- e) An appeal of the decision may be made in writing within ten days to the board and be placed on the agenda of the following open meeting for a vote.

Article XIV: General Complaints

- f) Complaints or concerns regarding a specific incident at any Friesian Horse Association of Oklahoma event or function must be reported within 24 hours to the event chairperson. Complaints not filed or resolved on the day of the incident must be submitted in writing, dated, signed and received by the board within 7 days after the incident.
- g) The issue will be discussed at the following board meeting, with 4 out of 5 votes for a resolution.
- h) Claimant will receive notification of resolution in writing.

Article XV: Amendments

These by-laws may be presented for amendment at an annual meeting.