

OFFICIAL HANDBOOK



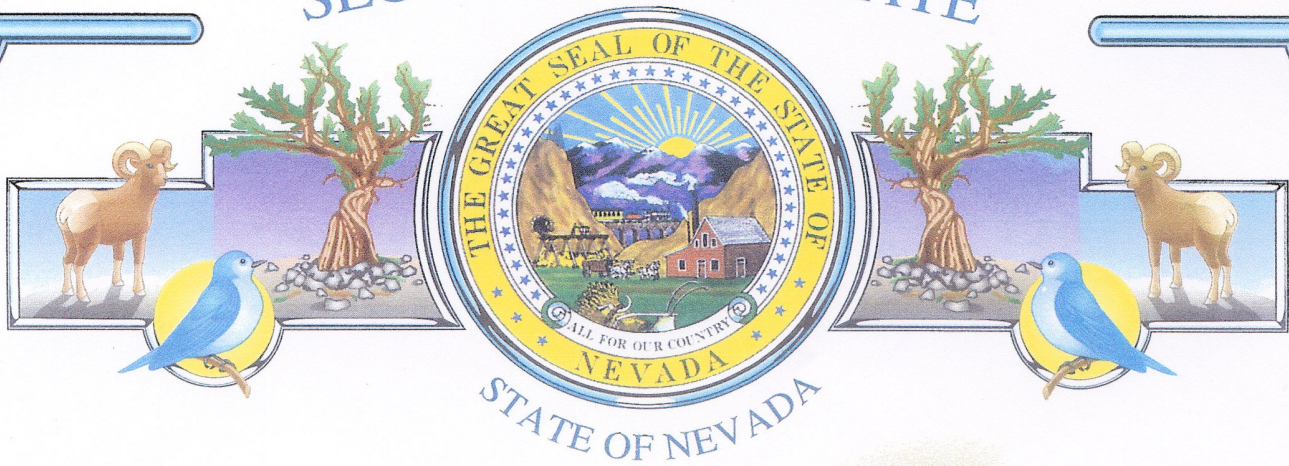
~Articles of Incorporation~
~Bylaws~

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International Colored Appaloosa Association, Inc
Revised 2023
By the Board of Trustees

SECRETARY OF STATE



CORPORATE CHARTER

I, DEAN HELLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that **INTERNATIONAL COLORED APPALOOSA ASSOCIATION** did on **October 27, 1997** file in this office the original Articles of Incorporation; that said Articles are now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said Articles contain all the provisions required by the law of said State of Nevada.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office, in Carson City, Nevada, on **October 27, 1997**.

Secretary of State

By

Certification Clerk



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Articles of Incorporation

ARTICLE I – NAME AND SEAL

Section 1. The name of the association shall be: INTERNATIONAL COLORED APPALOOSA ASSOCIATION, INCORPORATED; dba ICAA.

Section 2. The seal of this association shall be in the form shown below.



ARTICLE II – PURPOSES

The purposes for which this association is formed are:

Section 1. To preserve and protect as an equine breed, by lineage and purity of blood, Appaloosa horses; to establish and maintain stud books for registering the pedigrees of such Appaloosa horses, and to issue owners of these Appaloosa horses such certificates of registration as are commonly accepted as record of the purity of blood by most livestock breed registries of other species.

Section 2. To promulgate an equine breed of Appaloosa breeding stallions and mares of the highest purity of Appaloosa blood possible under current and future conditions, and to improve the gene pool to a standard of purity commonly acceptable in breeds of other livestock species, and to preserve the same from undesirable introductions of questionable lineages or influences of other equine breeds, colors, and/or patterns by maintaining stud books closed to other equine breeds or by declaring ineligible for registry breeding animals of unacceptable or questionable colors and/or patterns.

Section 3. To engage in all activities incidental to operating in perpetuity, a breed registry for the equine breed of purebred Appaloosa horses, which shall: govern rules and regulations regarding the eligibility, acceptable colors, markings, and patterns of Appaloosa breeding stallions and mares to be registered; encourage an advancing purity of blood to 7/8^{ths} purity and beyond; and promote sound breeding practices for future generations by ensuring the breed's genetic diversity, requiring genetic defects testing, engaging in genetic research and testing for the best interest and benefit of the Appaloosa breed as a whole, and by otherwise ensuring the protection and survival of the breed as relevant science advances.

Section 4. To use sound wisdom and scientific knowledge in the selection of Appaloosa stallions and mares to be used in breeding programs in pursuit of the purebred Appaloosa horse, to encourage and practice the gelding or spaying of any purebred offspring that show undesirable traits, and to preserve the integrity and uniformity of the future progeny of a pure Appaloosa breed.

Section 5. To promote the true Appaloosa breed throughout the world, through educational materials, sanctioned shows, and other programs of interest to, and in recognition of, Appaloosa owners and breeders who have long been preserving and protecting this breed from the dilution and/or destruction of this exceptional breed through improper outcrossings, and to engage in such other activities that promote the Appaloosa breed among potential new members, especially among the youth, showing the beauty, abilities and talents of individuals within the purebred Appaloosa breed, and to ensure the value of outstanding geldings and spayed mares by promoting the ability and beauty acquired from their purebred Appaloosa lineage, and their place as representatives of the Appaloosa breed.

Section 6. This article may not be amended or altered in any way wherein it may be a detriment to the goal of a registry of a purebred Appaloosa equine breed for the duration of the association, including but not limited to the over-breeding of certain bloodlines causing a lack of genetic diversity, and/or by allowing known genetic defects or undesirable traits within the registry.

ARTICLE III – PERIOD OF EXISTENCE (DURATION) AND RESTRICTIONS

Section 1. Period of Existence.

The duration, or period of existence, of this association shall be PERPETUAL.

Section 2. Restrictions.

No part of the net earnings of this association shall inure to the benefit of any member, trustee, district representative, officer or employee of the association.

ARTICLE IV - REGISTERED AGENT, REGISTERED OFFICE, PRINCIPAL OFFICE AND OTHER OFFICES

Section 1. Registered Agent, Registered Office, and Principal Office.

The registered agent for service of process shall be:

Mary Pauline Stankuviene
PO Box 100
Carson City, Nevada 89702

The registered office and the principal office shall be the same.

Section 2. Official Office of the Association.

The official office of the association shall be located in McAlester, OK 74501.

All matters of a legal/corporate or financial nature must be sent directly to the official office of the association. All remittances must be in US funds, received at the official office of the association, and must be deposited into the association's checking account or escrow or savings account within five (5) days of receipt and record made thereof in the association's cash journal and account books. No checks or money orders shall be cashed for any reason whatsoever, but shall be deposited into one of the association's accounts only. These accounts must remain in a bank in the same state and in the same area as that of the official office of the association. All personal or company checks will be collected in full plus any applicable service charges in the event any are returned insufficient funds. The association's accounts and account books will be audited annually. Auditors shall be disinterested parties and shall have no other Appaloosa association's members or friends or relatives of such members on their staff. The treasurer shall be responsible for all monies, securities, and other valuables that may come into the possession of the association, and payment of any amounts to be incurred by the association must be pre-approved by the Board of Trustees (Board).

Section 3. Other Offices.

The Registration Records Office and/or the office of the Editor of the *ICAA Newsletter* shall be at such place as designated by the Board of Trustees.

ARTICLE V – BOARD OF TRUSTEES

Section 1. First Trustees, Board of Trustees.

- a) The first trustees (founding members David Higgins [deceased 09/03/2020], Ramona Schultz [deceased 07/24/2020] and Lora [Duckett] Tipton, and no others) shall form the initial body of the Board of Trustees, and shall serve as members of same until such time as they may resign or expire.
- b) The Board of Trustees shall consist of no more than seven members.
- c) No elected trustee shall hold more than one (1) office.
- d) A trustee shall not serve as a District Representative without relinquishing their position as Trustee.
- e) The Board of Trustees shall consist of those first trustees who have not resigned, been removed for cause, or expired and other trustees who have been voted in by the first trustees and/or existing trustees.

- f) A Trustee must maintain an active membership in ICAA, and may vote on all matters brought before the paid-up active adult voting membership in ICAA.
- g) For the purposes of incorporation and all matters pertaining to the corporation, the Board of Trustees shall elect a chairman and a secretary, and shall appoint a treasurer from among the elected trustees.
 1. The chairman shall have the duties of presiding over all meetings of the Board of Trustees and any joint meetings or special meetings, keeping good order during meetings, and with the secretary, produce the agenda for meetings. The chairman may appoint his or her second in the event he or she is unable to chair any given meeting. All meetings shall be conducted in accordance with Robert's Rules of Order.
 2. The secretary shall be responsible for maintaining the record book of all meetings, distributing final meeting agendas, maintaining the meeting minutes of each meeting, correspondence of the ICAA, and any necessary legal filings of the ICAA.
 3. There shall be only one treasurer of the entire organization, who shall be responsible for handling all monies received and disbursed on behalf of the ICAA, and shall be responsible for the financial filings of the ICAA. The treasurer may be required to be bonded if the majority of the Board of Trustees requests it.

Section 2. Vacancies, Removals, Terms.

- a) Vacancies shall be filled by a two-thirds (2/3) majority vote of the remaining or current trustees.
- b) A trustee may be removed from the Board of Trustees for cause by a two-thirds (2/3) majority vote of the remaining trustees. Cause will include but not be limited to failure to pay current dues or unexcused absence from two consecutive board meetings duly called. Additionally, a trustee shall be suspended from the Board immediately upon any disciplinary action pending investigation, and the chairman may temporarily appoint an interim trustee. In the event that said trustee is disciplined, and said action is not appealed or the appeal is not decided in said trustee's favor, a new trustee shall be appointed by the Board to replace that trustee.
- c) A Board of Trustee member shall serve until such time as he/she may resign or expire or be removed for cause.

Section 3. Meetings and Quorum.

Meetings of the Board of Trustees shall be held at least once annually, and quarterly (January, April, July and October) when possible, and at such other times as two-thirds (2/3) of the trustees shall request it either in writing or in person to the chairman. A quorum shall be two-thirds (2/3) of the trustees. Each trustee shall have one (1) vote and that vote must be made in person or by conference call that includes all trustees. All meetings shall be conducted in accordance with Robert's Rules of Order.

Section 4. Duties and Responsibilities.

The Board of Trustees shall be a self-governing body.

- a) The Board of Trustees shall manage the daily affairs of the association; oversee and enforce the Articles of Incorporation and bylaws of the International Colored Appaloosa Association; protect the assets and records of the association; appoint committees for any reasonable purpose related to the affairs it is responsible for; appoint inspectors; decide matters or appoint officials in the absence of quorums, approve judges and regional affiliates; and direct and oversee the show and registration rules and regulations of the ICAA to the betterment of the Appaloosa breed as set out under the purposes of this association.
- b) It is the responsibility of the Board of Trustees to ensure sound breeding practices, including but not limited to the assurance of genetic diversity and testing for known genetic defects. It is the responsibility of the Board to do their due diligence in protecting the Appaloosa as a purebred equine breed.
- c) This section may not be amended for the duration of the association except as approved by the Board of Trustees.

ARTICLE VI – DISTRICT REPRESENTATIVES

Section 1. Regional Districts of the ICAA.

Districts of the ICAA shall be defined as follows:

- District I: US states of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, New Jersey, New York, Pennsylvania
- District II: US states of Maryland, Delaware, Virginia, West Virginia, Kentucky, Tennessee
- District III: US states of North Carolina, South Carolina, Georgia, Florida
- District IV: US states of Alabama, Mississippi, Louisiana, Arkansas
- District V: US states of Texas, Oklahoma, Kansas, Missouri
- District VI: US states of New Mexico, Arizona, Colorado, Wyoming
- District VII: US states of California, Oregon, Washington
- District VIII: US states of Utah, Nevada, Idaho, Montana
- District IX: US states of North Dakota, South Dakota, Nebraska, Minnesota, Iowa
- District X: US states of Wisconsin, Illinois, Indiana, Michigan, Ohio
- District XI: US states of Alaska, Hawaii, and all US possessions, and all non-US countries except Canada
- District XII: Canada

Section 2. Elections, Appointments, Eligibility of Nominees and Term of Office.

- a) Nominees for district representative shall:
 - 1. Maintain a permanent residence in the district for which he/she is running for office.
 - 2. Have been a paid-up voting adult member in good standing for a minimum of one (1) year prior to the date of the election for district representative.
 - 3. Have filed a completed application or tendered a complete resume with the ICAA main office.
 - 4. Not be currently listed on the disciplinary actions list of any breed registry they may be involved in.
 - 5. Serve a term of office of three (3) years.
- b) Elections to fill open positions for district representatives shall be held annually at the general membership meeting. Ballots shall be made available to all paid-up voting adult members in good standing in each affected district for those open positions. Voting may occur in person, by mail-in ballot, or by a ballot scanned and attached to an email sent from the email address on file with the ICAA on or before the voting deadline.
- c) If there are less than twenty-five (25) paid-up adult voting members in good standing in a district, a district representative will be appointed by the Board of Trustees.
- d) A district representative shall not serve as a trustee without relinquishing their position as district representative.

Section 3. Duties and Responsibilities.

- a) District representatives may serve as the official contact person for ICAA and shall be a readily accessible contact for all ICAA members within their district. District representatives shall field questions, comments, and concerns issued by that district’s members, and will truthfully and accurately represent the ICAA to members and prospective members. As appropriate, district member questions, comments, and concerns shall be forwarded to the chairman of the Board of Trustees for the Board’s attention.
- b) Quarterly Duties

District representatives shall keep the Board of Trustees informed of ICAA-related activities within their district quarterly. Such information shall be presented to the Board in writing via a joint regular or special meeting or via emails, as needed. These reports shall be included in the ICAA Newsletter.

c) Annual Duties

1. A district representative shall issue a personal letter or email to each current ICAA member in their district annually. This personal letter or email may contain items of interest to the members such as district news, answers to previously asked questions, and/or known open shows that Open Show Point Program enrollees might attend. A copy shall be sent to the secretary of the Board of Trustees and may be used as an introduction for new members and included in the *ICAA Newsletter*.

If sent via USPS, postage for this mailing shall be a reimbursable expense only if proper USPS receipts are presented to the ICAA official office within thirty (30) days of mailing.

2. District representatives are required to submit an article once per calendar year for publication in the *ICAA Newsletter* as their introduction to ICAA members. The special summer issue of the newsletter will feature all ICAA district representatives and the deadline for this issue is March 1st.

Section 4. Recall of District Representatives.

Any district representative may be recalled in the following manner:

- a) If one or more paid-up voting adult member(s) in good standing of a given district wish to file a complaint, they shall request that the Board of Trustees send out a petition to the paid-up voting adult members in good standing in that district. Upon the collection of the signatures of twenty percent (20%), the Board is required to deliver results to that member or members requesting same, and is required to inform that member or members how many signatures constitute 20% of the paid-up voting adult membership of that district. If petitions are scanned and returned to the Board via email, each must originate from an email address on file with the ICAA.
- b) Within thirty (30) days of receipt and authentication of a duly signed petition, the Board of Trustees is required to initiate and count a special vote in that district for the recall of said representative. Upon a two-thirds (2/3) majority vote of that district's paid-up voting adult membership in good standing, said representative shall immediately be removed.
- c) The Board of Trustees may also recall any district representative for cause.

ARTICLE VII – COMPENSATION

Section 1. Board of Trustees.

Trustees shall not receive a salary for performing their duties as trustees, but may be reimbursed for approved expenses incurred in the performance of their required duties, providing said expenses have been approved in advance by the Board of Trustees. Trustees shall keep accurate and truthful records of reimbursable personal expenses incurred in the performance of their duties for the association on an expense account form, and shall retain accurate and truthful receipts of same until such time as the treasurer has reimbursed them.

Section 2. District Representatives.

District representatives shall not receive a salary for performing their duties as district representatives, but may be entitled to reimbursement of approved expenses incurred in the performance of their duties as determined in advance by the Board of Trustees. Expenses must be submitted within thirty (30) days of the expense being incurred along with the original receipt.

Section 3. Staff and Contract Labor.

Full-time or part-time staff or specific contract labor employed by the association shall be paid a salary commensurate with experience and duties, and in accordance with regional or local levels of pay for similar positions or jobs.

Section 4. Pay Rate and Prohibitions.

All salaries, approved expenses, or reimbursement for special duties (such as convention booths, special promotional activities, etc), shall be paid as determined in advance by the Board of Trustees, but shall in no way unfairly benefit any trustee, district representative, officer, staff member, association member, or relatives or friends thereof.

ARTICLE VIII – MEMBERSHIP

Section 1. Classes of Membership.

Membership shall be comprised of three classes of those who shall pay the annual dues: voting adults, associate adults, and youth.

Section 2. Privileges, Preferences, Limitations, and Restrictions of Classes of Members.

Any member who shall pay the annual dues shall be considered an active (paid-up) member. Members with dues not current shall be considered inactive members and shall not be entitled to any privileges of membership until dues are brought current. Paid-up members who have no disciplinary actions pending against them shall be considered active members in good standing. This section of this Article may not be amended or altered for any reason for the duration of this association except by order of the Board of Trustees.

- a) Associate Adult Members: Paid-up associate adult members in good standing are those over the age of eighteen (18) at the beginning of the calendar year who have never owned any Appaloosas registered with the ICAA but who wish to support the purposes and endeavors of the ICAA. Paid up associate adult members in good standing have no voting privileges of any kind in the association.
- b) Voting Adult Members: Paid-up voting adult members in good standing are those over the age of eighteen (18) at the beginning of the calendar year, and who have owned at least one Appaloosa registered with the ICAA during the course of their membership. Paid-up voting adult members in good standing have the privilege to: nominate and elect their district representatives; advertise on the ICAA website (if the horse being advertised meets the registration standards of the ICAA); pay registration and other fees at the reduced member rate; request and receive the minutes to any or all district representative, Board of Trustees, joint, or general membership meetings; petition for a vote of the paid-up voting adult membership with signatures of twenty (20) percent of the active voting adult membership to amend the bylaws where permitted; or recall the district representative of their district, and accomplish the same by a two-thirds (2/3) majority vote of the district's paid-up voting adult members in good standing.

Annual dues must be brought current no less than sixty (60) days, and new voting adult members must have been a member for a full ninety (90) days prior to any election or other matter to be placed before the voting adult members in good standing for a vote.

- c) Youth Members: Paid-up youth members in good standing are members under the age of eighteen (18) at the beginning of the calendar year. Paid-up youth members in good standing have the privilege to: advertise on the ICAA website (if the horse being advertised meets the registration standards of the ICAA); pay registration and other fees at the reduced member rate; and to participate in and/or run for office in any ICAA youth activities as are created by or for them.

Paid-up youth members in good standing who are under the age of 18 at the beginning of that calendar year shall be ineligible to vote in any of the affairs of the association in that year regardless of the date on which they turn 18, but may vote in such ICAA youth activities as are created for them, one (1) vote each, until the beginning of the following year. The procedure for valid mail ballot voting for ICAA youth activities shall be the balloting procedures outlined in Section 3, subsection a) of this Article.

Section 3. Voting of Qualified Members, Quorums.

Paid-up voting adult members in good standing have only one (1) vote each in elections and in matters of the association brought before the paid-up voting adult membership in good standing for a vote. Paid-up voting adult members in good standing may vote either in person, by mail ballot, by a ballot scanned and attached to an email sent from the member's email address on file with the ICAA. An official ICAA ballot must be used, and the person returning the ballot must be on file as a paid-up voting adult member in good standing.

- a) To be a valid vote, an official ballot must meet the following requirements:
 1. Ballots shall be returned via the US Postal Service to the address indicated on the ballot for ballot return, and must be postmarked by the US Postal Service in a manner that clearly indicates the ballot was mailed on or before the ballot deadline; or by a ballot scanned and attached to an email sent from the email address on file with the ICAA on or before the ballot deadline.

2. The ballot must be complete with the voting adult member's printed name, signature, and ICAA membership number.
 3. No ballot shall be returned in an envelope containing anything other than the ballot. Each ballot shall be mailed separately, in its own individual envelope.
 4. Any ballot returned to the ICAA to be counted that does not meet the above requirements shall not be counted.
- b) A quorum for elections or association matters requiring a vote shall be two-thirds (2/3) of the paid-up voting adult members in good standing. If there is no quorum, the decision will be made by the Board of Trustees.

Section 4. Eligibility, Application, Transfers and Term.

Any individual natural person, whether owning a horse of the Appaloosa breed or not, but actively participating in the reproduction, preservation, protection, and promotion of this breed, or any individual natural person who demonstrates an interest in the Appaloosa breed and the reproduction, preservation, protection, and promotion of this breed in some fashion, shall be eligible for membership in this association.

- a) Membership in this association shall not be transferable, and each member shall be issued a membership card that shall show a unique number, and that number shall be only that member's membership number. A membership number may not be reassigned for any reason for the duration of the association.
- b) The term of membership shall be from the beginning of the calendar year (January 1) to the end of the calendar year (December 31) unless a lifetime membership is purchased. Members shall have until March 1 of each year to tender their dues without being considered to be past due or relinquishing any of their privileges as members.

Section 5. Obligations of Members.

Persons who have applied for membership and are accepted by the Secretary have entered into a contract with the association to uphold the bylaws, rules, and regulations of the association and to abide by the Standards of Representation and Ethics of the association outlined in Article IX for so long as they are members.

- a) Upon payment of dues for membership in ICAA, members agree to accept all decisions made by the Board of Trustees and thereby waive any legal claims against the Board or any one or more of its members, against the ICAA as a not-for-profit association, district representatives, officers, or any other member in good standing, in reference to any ruling regarding registration rules and regulations or due process of disciplinary action under Section 6 of this Article (Disciplinary Actions).
- b) While it is a privilege to be accepted for membership in ICAA and not a right, accepted members have such privileges as are given in Section 2 of this Article (Privileges, Preferences, Limitations, and Restrictions of Member Classes).

Section 6. Disciplinary Actions.

Membership privileges may be revoked or barred for a specified period of time, revoked for the duration of the association, suspended for a specified period of time, or denied for a specified period of time or for the duration of the association. Disciplinary action against an ICAA member shall be conducted as follows:

- a) Proper notification from an official or staff member of the ICAA shall be presented to the Board of Trustees, and if found to have merit after the Board's review shall be given to the secretary for official notification of the protested member. Proper notification to the Board is defined as a written letter of protest from the official or staff member, along with any substantiating documentation, regarding any overt or covert violation of rules, regulations, known or suspected falsification of an Appaloosa pedigree or other subterfuge of records, and/or violations of the Standards of Representation and Ethics as set forth in Article IX. The secretary shall give written notice via the US Postal Service by Certified Mail, Return Receipt Requested (if in the United States) to the protested member stating that a protest has been officially filed, along with the instructions and procedure to follow in responding to said protest, and shall detail any action pending along with the reason. Such member shall have fifteen (15) calendar days from the date of receipt of said letter to respond in writing or via email.

- b) A member who has personal knowledge of, or believes another member has violated ICAA's rules and regulations in some manner may be protested by that member as follows:

Proper notification from a member of the ICAA shall be presented to the Board of Trustees, and if found to have merit after the Board's review shall be given to the secretary for official notification of the protested member. Proper notification is defined as a written letter of protest from the ICAA member, along with any substantiating documentation, regarding any overt or covert violation of rules, regulations, known or suspected falsification of an Appaloosa pedigree or other subterfuge of records, and/or violations of the Standards of Representation and Ethics as set forth in Article IX, and the required protest deposit of three hundred dollars (\$300.00).

- c) Procedures after notice has been given to the protested member are as follows:

1. If the protested member responds in the allotted time, the secretary shall duly present the response and all other information relative to the case to the Board of Trustees.
2. If the protested member fails to respond in the allotted time of fifteen (15) calendar days the action shall become effective by default on the part of the protested member, and the \$300.00 protest deposit shall be returned to the protesting member(s).
3. The Board of Trustees, at a regularly scheduled Board of Trustees meeting or a specially called meeting, shall then duly consider all matters relevant and make their determination of appropriate action known to the secretary, who shall then notify the protested member in writing via the US Postal Service Certified Mail, Return Receipt Requested.
4. A protested member disciplined by such process shall have the opportunity to appeal to the Board of Trustees within fifteen (15) calendar days of receipt of the Secretary's Advice of Determination. This appeal must be in writing and may include any and all additional substantiating documents.
5. The Board of Trustees shall respond to such appeal within thirty (30) calendar days of notification by the protested member, and the Board may schedule, in writing, a hearing by telephone or video conference if they so desire. After due consideration of all evidence presented by the protested member and the secretary, the Board shall make their appeal determination, which shall be final and binding on all parties.
6. If the matter is decided against the protested member, the \$300.00 protest filing fee shall then be returned to the protesting member(s). If the matter is decided in favor of the protested member, the \$300.00 protest filing fee shall be deposited into the general funds of the ICAA.
7. The names of all members disciplined, the nature of the infraction, the disciplinary action(s) taken, and the duration of said disciplinary action(s) shall be published in the next *ICAA Newsletter* and on the ICAA website, and in the case of a suspension or revocation for a set period of time, shall continue to be published in each issue and on the ICAA website until such disciplinary period has expired.

ARTICLE IX – STANDARDS OF REPRESENTATION AND ETHICS

Any trustee, district representative, staff member, employee, or member who misrepresents the purposes or intent of the association, or who engages in criminal, fraudulent, unethical, or suspicious activities, or activities unbecoming a member or subversive to the purposes of this association, or who seeks to use his or her position to receive personal monetary or valuable gain (beyond that authorized by these bylaws or the trustees), or seeks to unfairly profit from his or her position, shall immediately be removed from said position in the association and be suspended from all involvement in the affairs of this association by the Board of Trustees pending further investigation.

ARTICLE X – MEMBERSHIP MEETINGS AND REPORTS

Section 1. Annual Membership Meetings.

A meeting of the general membership shall be held each year and shall be conducted in accordance with Robert's Rules of Order by the chairman of the Board of Trustees, or by the chairman's second if the chairman cannot attend.

- a) A permanent time for the annual meeting to be held shall be established by the Board of Trustees and approved by the membership. This time shall not then be changed without a two-thirds (2/3) majority vote of the paid-up voting adult members in good standing.
- b) The location of the annual general membership meeting shall be established by the Board of Trustees. The location of the annual general membership meeting may change from year to year, and shall be announced in the *ICAA Newsletter* and on the ICAA website at least ninety (90) days before the meeting. The meetings may be conducted via teleconference.

Section 2. Reports.

At each general membership meeting, the following reports shall be read and entered into the association's meeting minutes.

- a) The chairman shall report on the general affairs and progress of the association. These reports shall include a previous and present year comparison of the following numbers: total members; horses registered; transfers; sanctioned shows; and affiliated regional associations approved.
- b) The secretary shall read the minutes of the previous membership meeting and the previous meeting of the Board of Trustees.
- c) The Treasurer shall report to the membership on the financial condition of the association. These reports shall include a previous and present year comparison of the following: association balance sheet; profit-and-loss statement; accounts payable owed by the ICAA; accounts receivable owed to the ICAA that are past due; salaries paid to officers and staff of the association, if any; and a statement of property owned by the association and the value thereof.

ARTICLE XI – STATEMENT OF PROPERTY AND VALUE

A statement of the association's property and the value thereof shall be prepared and read to the general membership by the treasurer at each annual membership meeting. The ownership of this property shall remain with the paid-up voting adult members in good standing and may not be transferred, sold, removed, or otherwise dispensed with except by order of the Board of Trustees.

ARTICLE XII – RECORDS OF THE ASSOCIATION

Ownership, Records Defined, and Safekeeping shall be as follows:

- a) The records shall be entrusted to the secretary, but shall remain the property of the paid-up voting adult members in good standing and may not be disposed of, transferred, removed, sold, or otherwise dispensed with except by order of the Board of Trustees.
- b) "Records" shall be defined to include: Registration papers, transfer papers, stallion reports, membership lists, membership files, financial reports, and any and all correspondence of or to the association.
- c) There shall be two (2) copies of the registration records and the mailing list. It is the Board of Trustees' responsibility for ensuring these records are maintained in two separate locations and secured from damage, loss, and/or theft, as they deem necessary and prudent to the reproduction, protection, preservation, and promotion of the Appaloosa breed. City and/or state of location(s) shall be made known to the paid-up voting membership in good standing.
- d) This section shall not be amended or altered for any reason for the duration of this association.

ARTICLE XIII – OFFICIAL PUBLICATIONS AND EDITOR

Name, Availability, and Contact shall be as follows:

- a) The official publication of the ICAA shall be the *ICAA Newsletter* and shall be published a minimum of two times per year.
- b) The *ICAA Newsletter* will be made available free of charge on the ICAA website.
- c) All letters to the editor, materials submitted for publication, advertising fees, and advertisements should be sent as per the *ICAA Newsletter* Editor's instructions printed in the *ICAA Newsletter*.

ARTICLE XIV - AMENDMENTS

These bylaws, except where prohibited, may be amended by the affirmative vote of no less than a two-thirds (2/3) majority of the Board of Trustees.

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