

**CENTRAL STATES PONY
ASSOCIATION
BYLAWS**

**ADOPTED
OCTOBER 13, 2001**

CENTRAL STATES PONY ASSOCIATION BYLAWS

Adopted October 13, 2001

Article I: Name and Nature

Name:

The name of this organization shall be Central States Pony Association, here-after referred to as "Association".

Article II: Objectives & Purpose:

The purpose of this organization is to unite the small equine breeders, owners, exhibitors and enthusiasts of ASPC/AMHR/ASPR's Area IV (Illinois, Missouri, and Wisconsin) and to promote Shetland Ponies, Miniature Horses, and American Show Ponies.

The objectives and purposes under which this association was formed and shall function include, but are not limited to: improving and promoting the breeds of American Shetlands, Miniature Horses, and American Show Ponies; facilitating interaction between owners, breeders, exhibitors and enthusiasts of such breeds who reside in Illinois, Wisconsin and Missouri – the American Shetland Pony Club, Inc.'s official Area IV – as well as encourage participation of similarly interested individuals from surrounding states; educating owners, members, potential members and other interested parties; organize shows, clinics, meetings or other activities related to, but not limited to, the aforementioned activities; cooperate with other organizations having similar interests and purposes.

Article III: Life of Association

The life of the Association will be perpetual unless it is dissolved and its charter surrendered as a result of a three-fourths vote of members voting at any annual meeting.

Article IV: Affiliation

The association shall be recognized by the American Shetland Pony Club, Inc., through the ASPC's club recognition program. The Association will maintain its affiliation by paying the annual recognition fee as needed.

Article V: Members

1. Definition: Any individuals who own, show, promote or are otherwise interested in American Shetland Ponies, Miniature Horses, American Show Ponies or other related breeds may become members of the Association. Individuals do not need to reside in the states of Area IV (Illinois, Missouri & Wisconsin) to become members or to participate in Association business or activities; however, only individuals who reside in those states and who are currently members of the ASPC. Inc. may take part in any official ASPC/AMHR business the Association may conduct.

2. Membership Type

There shall be three types of membership to the Association:

- a. Family: A family group shall consist of parents or guardians and dependent children seventeen (17) years of age and under. A family membership includes two (2) voting privileges.
- b. Individual: An individual membership shall be any adult over the age of 17 years. An individual membership includes one (1) voting privilege.
- c. Youth: Anyone individual under the age of 17.

Membership fees/prices for each to be determined by the board and voted on annually.

3. Membership Term

The annual membership period shall start on January 1st of a given calendar year and expire on December 31 of that same calendar year. Any member who fails to renew his or her membership by paying annual dues shall have his or her membership privileges suspended.

4. Membership Conditions:

Membership is subject to the following conditions.

- a. Members must abide by the rules of the Association and must uphold the objectives and purposes under which the Association is formed.
- b. Members of the Association shall be admitted, retained, suspended and expelled according to the rules and regulations of the Association as adopted and amended by the membership.
- c. Memberships are not transferrable.

- d. Membership is cancelled upon the resignation, expulsion or death of a member.
- e. Upon expulsion or resignation, former members shall not be entitled to a refund of dues.
- f. No member shall have any right or interest in any of the property or assets of the Association.
- g. No member shall be personally liable for the debts, liabilities or obligations of the Association.
- h. All individual members (18 years & older) who are paid and in good standing are entitled to one vote.
- i. Family memberships that are paid and encompass individuals who are in good standing are entitled to two votes per family membership.
- j. All youth members who are 17& younger and who have paid the appropriate fee shall have all the rights and privileges entitled to them as a regular member except the right to vote or the right to hold office. A youth membership shall expire on a child's 18th birthday. As an adult, former youth would be required to pay the same fee as any other adult.
- k. Members must be present at meetings in order to vote. No proxy is allowed.
- l. Members may be declared to be not in good standing based on a vote of the executive board for any or all of the following reasons or for other specified reasons agreed to by the board.
 - i. Individual has violated the bylaws of the Association.
 - ii. Individual has a continuing outstanding debt with the Association.
 - iii. Individual has been declared not in good standing as a member of the ASPC, Inc. or any ASPC/AMFR affiliated organization.
 - iv. Individual has been charged with cruel and inhumane practices by law enforcement or official animal-rights organizations.
- m. Any member who has been expelled may re-apply for membership at a membership meeting no less than 12 months from the date of expulsion. Re-admittance to membership is subject to approval by a majority vote of the regular members at that meeting.
- n. Absentee voting will not be allowed on Association business or elections.

Article VI: Meetings

1. The Association shall hold one fall meeting and one spring meeting at approximately the same time each year. Date and places of the meetings shall be determined by the board and approved by a membership committee.
2. Meetings shall be held in a centrally located region of the three-state area.

Meetings may periodically shift to the northern or southern region of the three-state area one meeting each year. The fall business meeting should occur in a geographically central location for the region. Notification of such meetings may be communicated via club newsletter, the national publication, and/or special mailing.
3. At least five members, in addition to officers, must be present for official business to be conducted.
4. A majority of the members present under Article VI, item 3, shall constitute a quorum.
5. Special business meetings of the membership may be called by a majority vote of the board of directors or by a petition of 50% of the membership. Notice of special meetings including time, location and purpose shall be mailed to all members not less than ten (10) days prior to said meeting.
6. Regular meetings of the board of directors shall be held on the call of the president, time and place to be designated in the call.
7. Special meetings of the executive committee shall be held on the call of the president, time and place to be designated in the call.
8. The annual business meeting should occur in the fall of each year in the same area. The location to be determined by the board and approved by a membership committee. Details may be communicated via club newsletter, the national publication or special mailing. Business of the annual meeting shall include:
 - a. Financial Statement
 - b. Election of 1/3 of board of directors
 - c. Election of officers
 - d. Old Business
 - e. New Business

9. Meetings shall be conducted by the president, or in his/her absence, by the vice-president, according to Robert's Rules of Order.
10. All members or guests shall be entitled to speak and participate in all meetings.
11. The spring meeting shall include an awards banquet for the presentation of National All-Star awards and any Association sponsored awards.

Article VII: Officers and Board of Directors

1. The general officers of the Association shall be President, Vice-President, Secretary and Treasurer. This group also forms the executive committee of the Association.
2. The Board of Directors shall consist of nine (9) members; said members of the board shall be elected by the members of the association from among their numbers in attendance at the election meeting. The directors shall be elected in equal proportions from the states Illinois, Missouri, or Wisconsin. In the instance when no members are in attendance at the meeting and willing to accept the responsibility from any given state, a member from an adjoining state may be elected to represent that state.

Article VIII: Elections

1. Election of officers and 1/3 of the board shall be elected each year at the annual meeting.
2. Nominations for board of director candidates shall be made from the floor only by a member of the Association. Any person nominated retains the right to decline the nomination at the time of the nomination.
3. Voting for board of director position shall be conducted by secret ballot.
4. Term of the Board of Directors shall be three years each. Each year, 1/3 of the positions will require election.
5. Election of board members and officers shall occur at the fall business meeting.
6. Officers of the Association shall be elected per the following:
 - a. President – by a majority vote among the board members.
 - b. Vice-President- by a majority vote among the board members.

- c. Secretary and Treasurer- Shall be appointed by board from either among existing board members or from the general membership of the Association. If appointed from among the general members, these officers are ex-officio members of the board and shall attend board meeting but may not vote. Appointees have the right to decline the appointment.
7. Terms of the executive officers shall be for 1 year.
8. It is not permissible for one person to hold more than one office.
9. All currently paid members in good standing, regardless of the length of membership, shall have the right to vote for directors.
10. A member must have been a paid member in good standing with the Association for a period of at least one year to be eligible to be an officer.
11. Vacancies in the board of directors may be filled by a majority vote of the remaining members of said board. The new appointee will serve until the next annual business meeting. At that business meeting, a new board member shall be elected for the balance of the vacant term.
12. Should the term of president become vacant, the vice-president will become acting president until the next business meeting. If another office becomes vacant throughout the year, the president shall appoint an individual currently sitting on the board to fill that vacant office until the next business meeting.

Article IX: Duties of Officers & Board Members

1. All officers and directors are required to familiarize themselves with the Association's bylaws and act in accordance to said bylaws.
2. All officers are required to attend 75% of the membership meetings except in case of extraordinary circumstances as determined by vote of the board.
3. All board members are required to attend 75% of the membership meetings except in case of extraordinary circumstances as determined by vote of the board.
4. If either an officer or a board member is unable to attend a meeting, he or she must notify another officer prior to the meeting and cite specific reasons for his absence. If two consecutive meetings are missed without just cause, the officer or director in question may be removed from office by a simple majority vote of the other board members present at the meeting. Any vacancy will be filled according to Article VIII, either item 11 or item 12.

5. A board member or officer who allows his or her membership to lapse for a period of 6 months or more shall be removed from his or her position if, following attempts to make individual aware of lapse, he or she does not rectify the matter within 2 weeks.
6. **THE PRESIDENT'S** duties shall include, but not be limited to, the following: preside at Association's board, general and special meetings; may vote on Association issues only to break a tie but may vote in elections and may vote on items before the board; may appoint temporary and permanent committees and recommend committee members; and work to ensure the Association's bylaws, rules and regulations are enforced. The president shall be an ex-officio member of all committees with the power to vote on committee business only in the case of a tie. The president may be eligible as a signer on the Association's check account.
7. **THE VICE-PRESIDENT'S** duties shall include, but not be limited to, the following: shall perform the duties of the president in the absence of the president; assist the president in his or her duties; assume the duties of the president should the president vacate office.
8. **THE SECRETARY'S** duties shall include, but not be limited to, the following: shall keep minutes of all meeting; shall give meeting minutes and summary of last meeting's activities at the general membership meeting; shall be the custodian of all the minutes of the Association and shall make those documents available to members in good standing as requested; shall keep records pertaining to board terms and elections; shall take attendance at meetings; shall send all official notices and take care of correspondence as directed by the president; shall work with the treasurer to maintain a current membership list.
9. **THE TREASURER'S** duties shall include, but not be limited to, the following: shall collect dues and keep accounts of the Association; shall be an eligible signer on the Association's checking account; is responsible for the paying of all bills; shall provide a financial report – both verbal and written – at each membership meeting; shall organize and prepare all deposits; provide records of all monies spent upon request by any officer; shall have the books in order for an audit at the end of each year and upon transition to a newly elected treasurer; in the absence of the secretary, shall temporarily assume secretary's duties; shall work with the secretary to maintain a current membership list.

10. **THE BOARD OF DIRECTORS'** duties shall include, but not be limited to, the following: provide leadership for the Association; participate in the decision making process for the Association; actively participate in or support Association activities; work to promote the Association and seek out new members; shall see that the bylaws, rules and regulations of the Association are enforced; and shall investigate and address any grievance brought by any member of the Association.
11. **COMMITTEE** duties shall be spelled out by the president at the time a committee is created and appointments to said committee are made. Committee chairpersons must work with president's appointees, appoint additional members as needed or work with volunteers from the general membership. Committee chairs must make a report at each general meeting. Committees shall work under by-laws and general rules of the Association.
12. Any officer or board members may resign at any time by giving written notice to the Association.
13. Duties officers may be amended by a vote of the majority of the board, if incorporation rules of the state in which paper work is filed require individuals for certain positions to meet certain qualifications.
14. All positions are volunteer; there shall be no salaries for any member or officer of the Association.
15. **COMMITTEES may include**, but shall not be limited to, the following:
 - a. Show Committee
 - b. Membership Committee
 - c. Activities Committee

Article X: Disbursement of Funds

Any disbursement of funds over \$100 must be pre-approved by a majority vote of the board. The president may approve disbursement of funds for items less than \$100. Individuals incurring debt in any amount over \$100 without board approval may be liable for those expenses.

All bills and/or invoices must be submitted to the treasurer within two weeks of receipt or the individual incurring the debt may be liable.

There shall be no salaries for any member or officer of the organization acting in a general capacity. However, any member may be hired for pay to serve in an official capacity at the Association's show.

Article XI: Corporate Property

Any and all property of this organization is subject to sale or assignment, but only by vote of a majority of the membership at a regular or special meeting.

All members shall have equal rights in the use of corporate property while title thereto is vested in organization. Those members of record at the time of dissolution who have been such for one entire year preceding the date of dissolution shall have equal rights to the net assets of the organization in the event of such dissolution; those members who joined the organization during the twelve months immediately preceding such dissolution shall have no rights to the net assets of the corporation.

Article XII: Standing Rules

Standing rules adopted by a majority vote of the Board of Directors shall be binding upon the members, provided that such rules, certified by the Secretary as to fact and time of passage shall be mailed to each member.

Any rule so promulgated by the Board of Directors may be rescinded or amended by a majority vote of the membership at any regular meeting.

Article XIII: Amendments

Amendments to the Association's bylaws must be presented in writing at one meeting. Fifty copies of the proposal must be available. Final vote on the amendment will not be made until the next meeting of the Association. Any member not present or not receiving a written copy of the proposal at the meeting shall be sent a copy upon their request.