

# *4 Season Equine Association*

By-Laws and Rulebook

2023



# 4 Season Equine Association

## By-Laws 2023

Enacted March 1, 2018

### **Officers:**

President	Tallie Cook
Vice President	Goldie Krassow
Treasurer	Kelly Leonhard
Secretary	Tina Weinrick

### **Trustees:**

Jeanna Michalek  
David Hadfield  
Courtney Hadfield  
Holly McNeil  
Grace Servinski  
Kenzie Watson

All officer positions are served for two calendar years. President, secretary, and one trustee position will be elected during even numbered years. Vice president, treasurer, and other trustee will be voted on during odd years.

### **Club Name and Mission Statement:**

4 Season Equine Association, hereinafter referred to as 4SEA.

The mission of the 4 Season Equine Association includes but is not limited to:

To provide beneficial services for its members which enhance and encourage the best possible welfare of horses and equine enthusiast;

To encourage the betterment of the equine industry promoting comradery, educational opportunities, and healthy competition;

To promote the versatility of all breeds and to create opportunities for equine enthusiasts to expand their boundaries in safe and healthy environments

### **Definitions**

**Membership:** A membership is a household with one voting member and includes youth children and youth grandchildren. A membership runs for the current calendar year and will consist of one (1) vote. An adult member

is any paid 4SEA member 19 years of age or older. A youth member is a 4SEA paid member 18 years of age or younger.

**Quorum:** Not less than five (5) members in good standing with the 4SEA.

**Meetings:** All meetings are considered general membership meetings, unless otherwise stated, and will operate utilizing Roberts Rules of Order. There shall be no less than seven (7) general membership meetings per calendar year beginning in September and ending in May. The minutes of each meeting shall be sent out via email to the general membership within two weeks of said meeting.

**Committee Meetings:** Committees will consist of those appointed or volunteered to participate on said committee. Committees will meet as necessary and will report back to board.

**Term:** All terms shall be valid for a period of two (2) calendar years (Jan. 1 to Dec. 31). Offices and trustees will alternate as listed above.

**Dues:** Membership dues shall be \$20 per year/per household. Membership dues must be paid prior to receiving membership benefits.

**Rights and Obligations of Members:** All members in good standing with the 4SEA shall have full privileges of the 4SEA.

**Voting:** A quorum, as defined, shall be necessary to vote on issues, matters, and resolutions brought before the membership at the general membership meetings. A simple majority vote shall be required for passage of a motion for adoption, amendment, or rescission of such matters. All members in good standing shall be entitled to one (1) vote on each matter presented at the general membership meeting.

#### **Board:**

**Officers:** Officers will consist of the president, vice president, secretary, and treasurer. Officers must be members in good standing with the 4SEA. All officer positions are elected positions and are a term of two (2) years. The general membership may vote to remove or replace officers that fail to perform their duties as described in the following.

**President:** The president shall preside at all membership meetings and is authorized to sign legal documents on behalf of the 4SEA. President is an ex-officio member of all committees. The president shall have the right to vote only as a tiebreaker.

**Vice President:** During such times as the president is absent or the office of the president is vacant, the vice president shall be temporarily designated to perform the duties and assume the powers of the office of the president. The vice president duties include but are not limited to: being responsible for the custody and care of all 4SEA property. The vice president will be an administrator on social media (facebook, website, etc.). The vice president has the right to vote.

**Secretary:** The secretary duties include but are not limited to: taking and distributing accurate meeting minutes to the board and general membership in a timely manner. The secretary is also responsible for communicating meeting notices, officer nomination forms, election ballots, and membership applications. The secretary shall oversee the preparation and mailing of the monthly newsletter and ensure that it is mailed in a timely manner each month. The secretary is responsible for the maintenance of the membership lists and the custody/care of 4SEA files and records. The secretary will be an administrator on social media (facebook, website, etc.). The secretary has the right to vote.

**Treasurer:** The treasurer will assume the custody and care of all 4SEA funds. The duties of the treasurer include but are not limited to: the collection and bank deposit of incoming 4SEA funds and the monthly maintenance of accurate financial records. The treasurer will prepare and issue a monthly treasurer report that includes 1) the previous month's ending balances for all checking and savings account and 2) a list of all credits and debits to and from all checking and savings accounts with explanations of what the credit and debit is for, if unclear. The treasurer

is also responsible for filing all state and federal documentation to maintain correct statuses in a timely manner. The treasurer has the right to vote.

**Trustees:** The board will include the minimum of two trustee board members and will be voted on by the general membership. Trustee terms shall be alternating two year terms. Trustees have the right to vote.

**Board:** The board shall consist of previously stated officers and two (2) members in good standing, elected by the general membership and serving a staggered two year term. Any officer or board member that resigns before expiration of their terms shall be replaced by appointment of the person who obtained the second largest vote of the position in the most recent election with the exception of the office of the president. In this case, the vice president will fill the position of the president. In the event that a vacancy is not filled by manner of appointment, the 4SEA officers/board members, an election by quorum will be made at a general membership meeting for candidates nominated at or before said meeting. The responsibility for all board members will hold priority for representing the general interest of the 4SEA general membership.

**Election and Terms:** The offices of president, vice president, secretary, and treasurer will be filled by a mailed ballot vote (for a term of two calendar years) using the following procedure:

The secretary will annually oversee the distribution of the officer nomination forms to the general membership by USPS mail or email no later than August 10 of the current year. Completed forms shall be returned with a postmark of no later than August 30 of the current year. Nominees may accept nominations for one office only.

Nominations will be opened at the September meeting and will be referred to the nominating committee to be placed on the ballot. The ballots shall be distributed to qualified voters using USPS mail, no later than September 30 of the current year.

The ballot, a stamped return address envelope, and a list of instructions directing the voter to choose or write in one candidate's name per office will be distributed via USPS mail to ALL 4SEA members in good standing. The voter will be directed to place the unsigned ballot in the stamped return envelope and to remit the ballot by mail, postmarked no later than October 1, or hand deliver the ballot to the October general membership meeting.

All ballots received will be removed from their respective envelopes at the October meeting after the voter's name on the envelope has been checked against the membership list.

The unsigned ballots will then be placed in a container and the return envelopes will be destroyed.

Ballots will be counted and results tabulated by the election committee and two (2) volunteers selected from the meeting attendees. The results will be announced and then the ballots will be destroyed.

Election results will be reported in the October meeting minutes.

**Board Requirements:** A member being considered for the board must be a paid member in good standing with the 4SEA and must have attended as many meetings as possible.

**Resignation/Removal:** A board member may resign at any time by giving a written notice to the president. The 4SEA reserves the right to restrict, deny, or revoke membership to any individual who is not in compliance with these bylaws by a majority vote of all members present at any meeting, called for that purpose. The vice president will accept the resignation of the president.

## **General**

**Committees:** Committee members are appointed by the president. Any current general member may attend any committee meeting and may request of the president to be appointed to any committee. Committees may delegate work as necessary, but are ultimately responsible to make sure the work gets done and make necessary reports to the general membership.

**Horse Show:** The 4SEA shall attempt to hold no less than two (2) show days per calendar year as a fundraiser. The money earned from any show shall be used, in part, to facilitate Circuit End or Year End award program.

**Funds:** The 4SEA funds shall be deposited into both a checking and a savings account at a financial institution. One (1) signature will be required when signing checks.

**Disposition of Funds:** In the unlikely event the 4SEA should disband, the remaining funds will be distributed as at the discretion of the board.

**Bylaws:** Any recommendations for changes in the bylaws shall be referred to the bylaw committee. The bylaw committee will publish proposed changes in the next newsletter. At the next general membership meeting, the proposed changes will be presented for discussion. Revisions, amendments, and general changes in the bylaws may be made by majority vote of the general membership in attendance at a scheduled general membership meeting. The bylaw committee will review bylaws on an annual basis.

**Disciplinary Action:** Disciplinary action will occur to a member who puts themselves no longer in good standing with the club. A special board meeting may be held to determine member status dependent upon action taken by a member. Examples of potential disciplinary action are as follows but not limited to: Extremely poor sportsmanship, NSF checks, extreme prolonged animal abuse with witnesses, etc. A member may submit a written request for a hearing and a decision will be made by the board.

