

# *Horse Harmony Chapter of OPRC Bylaws*

**August 10, 2018**

## **Article I**

### **Name & Structure**

#### **The Horse Harmony Chapter of OPRC**

Section 1: This organization is a chapter of the National Old People's Riding Club to be known as Horse Harmony. Herein we shall define the local organization as Horse Harmony and the National Organization as NOPRC.

## **Article II**

### **Mission Statement**

Section 1: Horse Harmony shall abide by all local, state and Federal laws, rules, regulations, codes and decisions enforceable against and related to non-profit organizations.

Section 2: Horse Harmony shall abide by the NOPRC policies and procedures, as embodied in the NOPRC Bylaws.

Section 3: Meetings will be conducted in an orderly, organized manner. The agenda items may include, but not limited to, Secretary's report, Treasurers report, committee reports, review of previous (old) business, new business and/or member comments.

Section 4: Any questions as to the meaning of proper interpretation of any provision of the Bylaws shall be determined by the Board of Directors.

Section 5: These Bylaws may first be repealed or amended by a two-thirds (2/3) vote of the membership present at any meeting or, in the case of a tie, by a two thirds (2/3) vote or the Board of Directors providing notice of the proposed amendment or repeal is given to the membership at least (30) days in advance of the vote.

Section 6: Any member shall be entitled to examine the Bylaws, the recorded minutes of the meetings, the financial records, and the current list of members of Horse Harmony. A request for examination should be submitted to the President. A reasonable opportunity for this examination will be provided without delay.

Section 7: The fiscal year for Horse Harmony shall end on December 31<sup>st</sup> of each year.

Section 8: To dissolve Horse Harmony there must be a two-thirds (2/3) vote of all registered members. If however, there are members that wish to remain a chapter, those members shall assume the chapter, including the current treasury. Upon the dissolution of the chapter, the treasury funds shall be transferred to either NOPRC or a charity voted on and accepted by a majority vote of registered members present at a final meeting.

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### **Article IV**

#### **Membership**

Section 1: Eligibility – Any person twenty-one (21) years of age or older may be a member of Horse Harmony. Persons are eligible for membership without regard to gender, race, ethnicity or creed. Horse-ownership shall not be a requirement for membership.

Section 2: Dues – Each member must pay the Horse Harmony and NOPRC dues. The dues amount is determined by the Board of Directors based on the estimated budget needs and the NOPRC dues amount. NOPRC dues must be submitted by the Horse Harmony Membership Coordinator, with new membership applications, before February 28<sup>th</sup>. Both NOPRC and Horse Harmony memberships and renewal memberships are valid through the end of the calendar year. Horse Harmony membership dues must be submitted to the Horse Harmony Membership Coordinator, with renewal membership applications, no later than February 15<sup>th</sup>. Renewal payments submitted to Horse Harmony after February 28<sup>th</sup> will be assessed any late fees or additional processing charges incurred from NOPRC. Therefore, the Horse Harmony annual dues must be submitted no later than February 15<sup>th</sup> or late fees will be incurred by NOPRC. New memberships will be accepted without late fees at any time.

Section 3: All Horse Harmony chapter members, while attending chapter functions, meetings, events or club-sponsored activities shall conduct themselves in an appropriate manner. Failure to do so may result in ejection or termination from the function, meeting, event or activity or from Horse Harmony permanently. Ejection or termination will be by order of the President or Vice President. Actions that would warrant a member's termination include, but not limited to, excessive intoxication, possession or use of illegal drugs, or any other action that disrupts Horse Harmony or host facility operations, use of the Horse Harmony and/or the Old People's Riding Club (OPRC) name or logo for unintended or unauthorized purposes, or engaging in any unsafe activity that places any person or animal at risk. The President or Vice President may dismiss a member verbally from a function, meeting, event or activity and promptly notify the NOPRC Board of any and every termination of a/an Horse Harmony member. Such notification shall be in writing and shall be made no later than five (5) days after the termination becomes effective. The terminated Horse Harmony member may appeal his/her dismissal within fifteen (15) days by written request made directly to the NOPRC President.

### **Article V**

#### **Participation in Activities**

Section 1: All members wishing to participate in mounted and/or driving activities are required to obtain a minimum rating of D1 as described by the NOPRC. Any member may obtain/attain higher levels of proficiency as described according to the rules set forth by NOPRC. Only rated members may participate in mounted and/or driving activities with the exception of competitors/riders in a limited number of activities organized for and advertised to the general public as hosted by Horse Harmony. What constitutes an 'official' Horse Harmony function is to be determined during a/an Horse Harmony meeting and will be announced as such in the recorded minutes of that meeting. All members, when mounted or driving, must wear

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acceptable footwear, an ASTM/SEI equestrian helmet, and an armband containing pertinent and current emergency medical information as described by the NOPRC.

Section 2: Members using facilities and grounds made available to the NOPRC or to the OPRC chapter(s) are using the facilities or property at their own risk. By using said facility or property, members shall agree by written waiver to hold harmless the property owner(s), the NOPRC, its officers, and individual members(s) for any injuries they or their animals(s) may sustain. Horse Harmony shall not use private property for any ride, function or event that Horse Harmony is sponsoring, without first obtaining written permission from the property owner(s).

### **Article VI**

#### **Board of Directors (BOD) Voting**

Section 1: The Board of Directors (BOD) shall compose the governing body of Horse Harmony and shall manage the business affairs subject to the limitations set forth by these Bylaws and the laws of our state.

Section 2: The Board of Directors shall consist of five (5) elected directors. These directors shall be: President, Vice President, Secretary, Treasurer and Membership Coordinator. This number can be four (4) if the same person is Secretary and Membership Coordinator. Any elected position may act as Membership Coordinator. No person shall serve in the same position more than two (2) consecutive terms; provided, however, that the Board of Directors may waive this provision by a vote of two-thirds (2/3) of the members present at the scheduled voting meeting (e.g. if no person wants to run for the office and the current officer wishes to remain).

Section 3: Elections shall be held at the November meeting. The Board of Directors shall be elected by the general membership by either show of hand, ballot, proxy vote or emailed vote at the November meeting as determined by the Board of Directors. The term of office shall be one year (January-December).

Section 4: Proxy voting - Voting may be done by paper proxy or email. Proxy ballots will be made available prior to the November meeting. Proxy votes must be returned to the designated member prior to the voting meeting. The President or Secretary will email proxy/email ballots 5 days prior to the November elections. Any member may run for any Horse Harmony officer position. A member wishing to hold a position on the Board of Directors must inform the existing Board of Directors of their intent to run, and the position they intend to run for, 2 weeks prior to the November meeting at the latest.

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### **Article VII**

#### **Officers**

**Section 1: President** - The President shall preside over meetings, be responsible for official Horse Harmony sponsored activities or competitions, is authorized to designate an alternate representative, is the absolute authority to disqualify any Horse Harmony member and/or rider if in the sole determination of the President or the President's Designated Representative the activity or competition is too dangerous for the particular member/rider and/or their mount. Neither the exercise of the right to disqualify nor the failure to exercise that authority shall in any way affect the member's assumption of risk/hold harmless set forth in Article V, Section II. The President will act as liaison with NOPRC. The President must be approved by NOPRC to rate any rider as described in Article V section 1.

**Section 2: Vice President** - The Vice President shall assume duties of the President in case she/he is unable to fulfill the duties of the office. The Vice President shall oversee special projects (directly or through a committee), update bylaws of the chapter (directly or through a committee), and be helpful to the President.

**Section 3: Secretary** - The Secretary shall keep an accurate record of all meetings. She/he shall give notice of meetings (except in the event of the Secretary's absence, incapacity, or failure to act, notice may be given by the President or any member who has made the request for calling the meeting). The Secretary shall be responsible for correspondences on behalf of Horse Harmony. A temporary Secretary may be appointed to perform the duties of Secretary at any meeting at which the Secretary is not present.

**Section 4: Treasurer** - The Treasurer shall be responsible for managing Horse Harmony funds. She/he shall keep a full and accurate record of all receipts and payments and shall report the same at each meeting of the Board of Directors and general members. The Treasurer shall deposit all monies and other valuables in the name and to the credit of Horse Harmony with such depositories as designated by the Board of Directors. The Treasurer's duties shall also be subject to audit by a volunteer member on a quarterly basis. The Treasurer shall obtain written approval, either by email or written document, from the President authorizing her/him to spend the Horse Harmony funds.

**Section 5: Membership Coordinator** - The Membership Coordinator shall record the names and addresses of all members and complete the annual membership renewal paperwork as required by NOPRC. She/he shall collect dues and submit them to the Treasurer for deposit in the Horse Harmony account. She/he shall input new membership data into the NOPRC database. The Membership Coordinator shall track and update ratings and communicate this information to NOPRC.

**Section 6: Members personal information** - Board of Directors that have access to member's personal information on any enrollment forms or other Horse Harmony forms shall safeguard

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that information. No distributing of members personal information outside the Board of Directors or special Horse Harmony committees assigned by the President.

Section 6: **Vacancies** - If, at any time, there is a vacancy in the office of Vice President, Membership Coordinator, Secretary, or Treasurer the President and remaining officers may appoint someone to serve until the next voting meeting. At that time, nominations and voting will be done as stated previously.

### **Article VIII**

#### **Meetings**

Section 1: **Regular Meetings** - Regular meetings are held on the second Friday of each month (January - November) at 6:30 pm at a predetermined location. These meetings are open to all members. General business will be dealt with at these meetings. Guest speakers must be approved by the President before the meeting at which they will be speaking.

Section 2: **Executive Board Meetings**: - Executive Meeting(s) will be held as called by the President or other officer. Business will be handled at these meetings. A record of action(s) taken will be made available at general meetings.

Section 3: **Election Meeting** - Election Meeting(s) will be held according to Article VI, Section 3.

Section 4: **Quorum** - At any regular meeting or election meeting, any number of members present will constitute a quorum. At an Executive Board Meeting, a majority of the Board of Directors shall constitute a quorum.

Adopted by a favorable vote of the members present at the meeting held on August 10, 2018

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**Signed by the Secretary**