



# **CONSTITUTION AND BYLAWS OF PACIFIC CROWN 8TH AREA SHETLAND PONY & MINIATURE HORSE CLUB**

Welcome Ranch, nestled in the Willamette Valley at the foot of lofty Cascades near Portland Oregon, opened wide its gates, its green pastures and its heart to visitors and their Shetland ponies on June 14, 1954.

This never-to-be forgotten date marked the turning point in the lives of many ponies and people. For it was on that day, following the presentation of ponies in several events, that the Northwest Shetland Pony Club was formed final papers of incorporation were filed on December 21, 1954.

**This is the history of our club  
back in June 14, 1954**

Revised on January 14, 2006

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## **ARTICLE I NAME**

The Pacific Crown 8th Area Shetland Pony & Miniature Horse Club was formed to improve and promote the breeding, showing and racing of Shetland Ponies and Miniature Horses.

## **ARTICLE II OBJECTIVES**

The name of this organization shall be Pacific Crown Area 8th Shetland Pony & Miniature Horse Club. It shall at all time be operated and conducted as a non-profit organization in accordance with the laws of the United States of America and of the State of Washington providing for such organizations and by which it shall acquire all rights as granted to organizations of this kind.

## **ARTICLE III MEMBERSHIP**

### **Section 1**

Membership is open to those who subscribe to the purpose, agree to abide by club By-Laws, complete a membership application and pay dues. The Executive Board will approve all applications for membership. A family membership may include a spouse (or partner) and children are 17 and under, who reside in the same household.

### **Section 2**

**Membership year;** The membership year is January 1 through December 31

### **Section 3**

**Membership Dues.** Dues for individual membership are \$10.00 per year and \$ 20.00 per family memberships. Annual amounts shall not be prorated and members who are renewing their membership will be responsible for forwarding the required annual dues to the Club Administrator prior to December 31 each year. All new members will be provided a copy of the club By-Laws. A special "Youth" membership for ages 17 & under who are not part of a family membership is \$ 5.00 - no renewal fee is required, but "Youth" must advise the Secretary of continued interest each year. A membership in this organization is not transferable or assignable. Failure to make their payment of annual dues shall signify termination of their membership. The interest of any member in the property or monies of this organization shall cease with the termination of his/her membership.

### **Section 4**

**Membership Rights:** Members in good standing will have equal rights and responsibilities with respect to the club. Each shall obey and be bound by all By-Laws; shall have the right to attend meetings and club activities; have floor privileges; hold office

or committee assignments; vote in club elections, vote on changes to the By-Laws and other matters presented to the membership. In all matters governed by a vote of the members, family memberships that include a spouse or partner will have a maximum of 2 votes- children and “Youth” members have no vote. Members must be present to vote. Proxy voting will not be permitted.

### **Section 5**

**Membership Responsibilities:** Members agree to abide by the By-Laws; conduct themselves in a respectful manner towards others at club meetings and functions; and display and promote good sportsmanship at all times.

### **Section 6**

**Termination of Membership:** Membership of any member of the club may be terminated for failure to abide by the By-Laws as amended from time to time by the membership, or for any other conduct contrary to the best interests of the club as determined by the Executive Board. The decision to terminate membership will be made by a majority vote (1/2 plus 1) of the Executive Board. The reasons for the termination will be given to the member in writing and an opportunity given for explanation. The final decision of the Executive Board is binding.

### **Section 7**

**Member in good Standing:** A member in good standing is one who abides by the constitution and bylaws of the club and is current in all dues and assessments.

### **Section 8**

**Renewal Membership:** A membership in this organization shall be renewable annually by submitting a completed membership application and the appropriate fee as set forth in these bylaws.

## **ARTICLE IV Meetings**

### **Section 1**

**General Membership Meeting:** Pacific Crown 8th Area Shetland Pony and Miniature Horse Club will have two meetings annually.

- a. Fall meeting shall be held the second Saturday of October.
- b. Spring meeting shall be held the second Saturday in March of each year.
- c. All members shall be notified and may have a voice and participate at those meetings.

### **Section 2**

**Executive Board:** may hold monthly meeting to conduct the business of the club if needed.

### **Section 3**

**Quorum:** A majority of the members present at the Executive Board /or General Membership meetings shall constitute a quorum for the traction of business, provided that if less than a majority of the Board members are present at such meeting a majority of the Board present may adjourn the meeting to another time without further notice. They may also continue the meeting, however they cannot vote on action items.

### **Section 4**

**A special Membership meetings:** The President may call special meetings of the Board/or General Membership Meeting. A special meeting may also be called at the written request of three (3) members of the Executive Board. No business other than that for which a special meeting is called shall be transacted except by majority consent of the executive board.

### **Section 5**

If need to conduct club business the President may take a roll call vote by: e-mail, or telephone. There must be a clarification with written documentation as a follow-up.

## **ARTICLE V ELECTIVE POSITIONS**

### **Section 1**

**The Executive Board:** Shall consist of a President, a Vice-President, a Secretary and a Treasurer. The Executive Board members will be elected from the membership by a simple majority vote present at the General Meeting in October. And then they will take office on January 1st the following year.

### **Section 2**

Only **members in good standing** shall be eligible for elective positions and offices within Pacific Crown 8<sup>th</sup> Area Shetland Pony & Miniature Horse Club.

### **Section 3**

**Elected officers** of the Pacific Crown 8<sup>th</sup> Area Club shall be; President, Vice-President, Secretary/Treasurer, and a Club Administrator which will be appointed by the Executive Board.

### **Section 4**

**Nominations and Elections:** A nominating committee (appointed by the president) shall present a slate of nominees to the Executive Board for all members of the club at the October membership meeting for the purpose of nominating candidates for elected officials of the club.

- a. The slate of nominees shall consist of the names of candidates for each office.
- b. Candidates for office should be present and may have up to three (3) minutes to address the General membership in October

- c. Further nominations may originate from the floor at the general membership meeting, with a nominating speech not to exceed three minutes.
- d. Committee shall prepare necessary ballots and assist in counting election ballots.
- e. All nominees shall be in good standing with the Pacific Crown 8th Area Shetland Pony & Miniature Horse Club at the time of elections.

## **Section 5**

### **Vacancies in Office:**

- a. **Presidency:** If the presidency is vacated, the Vice-President of the club shall become President. The club shall fill the vacancy of Vice-President at the next regular meeting. However it shall be published in the clubs newsletter of time, date and place of meeting.
- b. In the event of a dual vacancy of the President and the Vice-President, the remaining Executive Board shall appoint a President to serve the remaining term. Such appointment will be confirmed by vote at the next general membership meeting, this meeting shall be published in the clubs newsletter of time, date and place of meeting. Further nominations from the floor shall be in order.
- c. **Other:** When any other elected office or Executive Board position is vacated, the Executive Board shall appoint from the membership a person to fill the position for the duration of the original term of office. Such appointments shall be confirmed by vote of the membership at the next general membership meeting with the possibility of nomination of other candidates fro the floor.

## **ARTICLE VI TERM OF OFFICE**

**Section 1** The Executive Board consists of a President, a Vice-President, a Secretary and a Treasurer and Club Administrator

**Section 2** Each member of the Executive Board will be elected for a period of 2 years beginning with the 2006 election. Vacancies occurring on the Executive Board before the term is expired may be filled by a majority vote of the remaining Executive Board Members for the unexpired term of office.

**ARTICLE VII  
DUTIES OF OFFICERS**

**Section 1      The President shall:**

- a. Read Pacific Crown 8th Area Constitution and By-Laws
- b. Direct all newly elected and/or appointed Board of Directors to read the Constitutions and By-Laws.
- c. Be the principal officer of the club
- d. Preside at meetings of the Pacific Crown 8th Area Shetland Pony & Miniature Horse Club
- e. Communicate to the membership or the Executive Board any opinions ideas or concerns as the President deems necessary or useful in promotion of the welfare of the Pacific Crown 8th Area Shetland & Miniature Horse Club and its members.
- f. The President shall appoint all Chairpersons of standing committees and shall also appoint those committee members with the aid of the chairperson and the Board before the Spring annual meeting.
- g. Appoint the chairperson of each standing and special committee.
- h. Perform such other duties as the Executive Board may describe needed incident to the office of President or as,
- i. Obey all lawful orders of the body and be familiar with these bylaws and Robert's Rules of Order.

**Section 2      The Vice-President shall:**

- a. In the absence of the President the Vice President shall have the powers and shall perform the duties of the President.
- b. In the event of vacancy of the President's office due to prolonged illness, death of resignation, automatically assumes the office of President.
- c. Become familiar with these bylaws and Robert's Rules of Order.
- d. The Vice President shall preside over the Show Committee.

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**Section 3      Secretary shall:**

- a. Keep the minutes of all meetings of the membership and the Board of Directors.
- b. Prepare a report of the meeting in a timely fashion such that it will be included in the next edition of the PCASPMHC newsletter.
- c. Report at the next scheduled meeting the activities and proceedings of each previous meeting.
- d. Will work with the Administrator on membership issues and refer them get in contact with her/him about membership and to take name, address, e-mail, and phone to make sure that the person make sure that a inquires was sent all information about the club.

**Section 4     Treasurer Shall:**

- a.     Receive all money belonging to Pacific Crown 8<sup>th</sup> Area Shetland Pony and Miniature Horse Club
- b.     Deposit all monies in a bank checking and/or savings account or accounts selected by the Board of Director.
- c.     Provide the selected bank with a signature card authorizing checking and savings account drafts to be signed by two joint signatures; authorized signatures being the President, Vice-President or Treasurer.
- d.     Assist the Audit Committee with the annual audit of the accounting records
- e.     Make a logically ordered file of vouchers and /or receipts for such disbursements directed by the President of his/her designee.
- f.     Be prepared to present the current financial situation of the organization at each General, Special, and Board of Directors meeting and as necessary at committee meetings.
- g.     Maintain an accounting record of receipts and disbursements as directed by the Board of Directors.
- h.     Disburse the organizations funds as order by the President or Board of Directors.

**Section 5     Club Administrator:**

- a.     It shall be the duty of the Club Administrator under the direction of the President, to give notice of and to attend all meetings of the Executive Board, and to maintain a record of their doing in a Central Office. To conduct all correspondence and to execute all orders, votes and resolutions not otherwise committed, as directed by the President, to keep and maintain a list of members of this club. The Club Administrator shall be custodian of all books, papers, equipment, and records of this club except to the extent that the By-Laws provide otherwise, and he shall perform all other duties incident to the position of Club administrator, and generally devote her/his best efforts to forwarding the business and advancing the interests of the club.
- b.     The books, papers, equipment and records of this club in the custody of the Club Administrator shall, at all times, be under the supervision of the Executive Board, subject to its inspection and control, and at the expiration or termination of his contract the Club Administrator shall deliver to his successor all books, papers, equipment and records and any other club property, Or in the absence of a successor, to the President of this Association.
- c.     Club Administrator will receive all inquires from prospective new members. Provide requesting parties with information on Pacific Crown 8<sup>th</sup> Area Shetland Pony and Miniature Horse Club, including an application for. Pacific Crown 8<sup>th</sup> Area Shetland Pony and Miniature Horse Club, membership; a Breeder's List; a list of the current year officers of Pacific

- Crown 8<sup>th</sup> Area Shetland Pony & Miniature Horse Club and: a current year show schedule: and a current copy of our Newsletter. This will be sent to all new members in a packet form welcoming them to the club.
- d. The Club Administrator must be a member in good standing of this club but may not be a voting member of the Executive Board.
  - e. Club Administrator shall be a source of information to the Executive Board as it relates to the function of his position.

## **ARTICLE VIII Executive Board**

### **Section 1 Disability of Officers:**

- a. In the event that any officer shall be absent or become incapacitated, or be unable to perform the duties of his office for any other reason, the President shall be empowered to delegate all or part of his duties to and other officer, until such time as the absent or incapacitated officer shall be able to resume the performance of his/her duties.

### **Section 2 Recall:**

- a. Executive Board may be recalled by a two-thirds majority vote of the voting members registered at a General or Special Membership Meeting.

### **Section 3 Contracts:**

- a. Written pertaining to Pacific Crow 8<sup>th</sup> Area Shetland Pony & Miniature Horse Club business shall be executed on behalf of the organization by the President, Vice-President or such other person authorized by the Executive Board.

### **Section 4 Automatically be terminated from office:**

- a. The term of office for any member of the Executive Board who misses 2 consecutive club meetings, will automatically be terminated.

## **ARTICLE VIII Standing Committees**

All standing committee chairperson and committee shall be appointed before the winter annual meeting. The committee will have a purposed budget to be voted on at the winter meeting. This budget will be sent to the Executive Board before the winter meeting for their approval and then to the membership for theirs final approval budget at the fall meeting.

**Section 1      Audit Committee:**

- a.      The audit committee shall consist of three (3) members and the Secretary/Treasurer. It shall be the duty of the Audit Committee to properly audit the books and records of the Treasurer annually on at the request of the Board of Directors.
- b.      The Audit Committee shall certify with their signatures in the books that the books and records were found correct. The committee shall audit the records of all committees and shall perform such other duties as may be incidental to their office

**Section 2      By-Laws Committee:**

- a.      Shall have a working knowledge of the Pacific Crown 8<sup>th</sup> Area Shetland Pony & Miniature Horse Club by-laws and shall alert the President and Board of Directors of potential by-law problems areas developing due to internal or external dynamics of the Club activities.
- b.      Shall present proposed By-Law revisions for consideration To the Board of Directors first and then read at the October General Membership Meeting and for final approval and to be voted on t the General Membership Meeting in March.

**Section 3      Nominating/Elections Committee**

- a.      The President shall appoint three (3) members who will comprise of this committee. They shall be responsible for ascertaining the eligibility of members for all offices and for submitting a slate of at least one qualified candidate for each office.
- b.      A slate of officers shall be prepared by the Nominating/Elections committee no later than October 15.
- c.      The Nominating/Elections Committee will then tabulate the ballots received to determine the individual(s) elected.
- d.      The tabulated election results may be requested by any member following elections.  
Have a purposed budget prepared and for the winter annual meeting for the memberships approval.

**Section 4      Show Committee**

- a.      The Show Committee shall consist of members appointed by the President, one of which shall be the Vice-President. It is preferable that at least one appointed member must have served on the Show Committee previously
- b.      The show committee shall consist of four (4) or more members appointed by the President.

- c. The Show Committee shall present for approval an initial report of all planned activities, including a tentative show schedule for the upcoming year, by October proceeding each show season. They shall submit a detailed budget for each proposed show for approved by the Executive Board.
- d. The Show Committee shall be responsible for:
  - 1. Acquiring, within budget projections, show arena for all shows.
  - 2. Researching and maintaining a current list of all qualified judges, stewards, ringmasters and announcers.
  - 3. Annually prepare a list of AMHR required classes and the optional classed for each show.
  - 4. Prepare current guidelines for show managers, including a list of the duties of all show officials.
  - 5. Maintain with the assistance of the Pacific Crown Area 8<sup>th</sup> Shetland pony and Miniature Horse Club, Secretary a current mailing list of all potential exhibitors.
  - 6. Select show managers who will become members of the Show Committee until show duties are completed.

**Section 5 News Letter Committee:**

- a. Newsletter editor shall be appointed by the President and will be responsible for publishing the newsletter with the guidelines provided by the Executive Board.
- b. The Editor shall be responsible for coordinating advertising, news articles, ranch news and general information for the general membership and shall make the necessary arrangements for publications and mailing/ or e-mail of the Newsletter to all members and subscribers in food standing.

**Section 6 Youth Committee (Leader)**

- a. The President shall appoint an interested member as a Leader of the Youth Committee.
- b. The committee shall be responsible to assist the youth of The Pacific Crown 8<sup>th</sup> Area Shetland & Miniature Horse Club and to develop activities to promote interest among the youth.
- c. The committee shall also provide guidelines for the youth as needed and shall offer help on how to correctly show a pony and/or miniatures horse and proper attire for showing.
- d. The committee shall provide leadership in proper conduct at all sponsored events.
- e. The Leaders of this committee shall represent the interest of Pacific Crown 8<sup>th</sup> Area Shetland Pony & Miniature Horse Club youth at all shows and meetings.

**Section 7 Website Committee:**

- a. Shall update the Pacific Crown 8<sup>th</sup> Area Shetland Pony & Miniature Horse Club website with current information as provided by the Executive Board.

**Other Standing Committees:**

**Membership/Hospitality**

**Publicity**

**Trophies and Ribbons**

**Year Points**

**Year End Banquet**

**Christmas Banquet**