

Hoof Trimmers Association, Inc. Bylaws

Amended July 20, 2000

Article I *Dues and Meeting Expenses*

The dues of the Association shall be set by the Executive Board and shall be based upon the amount needed to offset the Association's expenses for newsletters and any other expenses involved in conducting the activities of the Association. In order to be a member in good standing of the Association, dues must be paid in full. Active members who are not in good standing shall not be eligible to vote or to hold an office.

The dues of associate members shall be \$25.00 per year and will include a subscription to the Association's newsletter.

The Association will be reimbursed for meeting expenses by those members who attend the meetings.

In the event that the Association dissolves, any assets remaining in the Association's treasury shall be distributed to the current members in good standing.

Article II *Duties of Officers*

The **President** shall preside at all meetings of the Association, act as chairperson of the Executive Board, prepare the proposed annual budget with the advice of the Treasurer for submission to the Executive Board for its approval, and supervise the activities of the Association staff within guidelines approved by the Executive Board.

The **President Elect** shall serve on the Executive Board, assist the President in his/her duties as requested by the President, and perform all duties of the President in his/her absence or disability. In the event of resignation or other vacation of the office of President, the President Elect shall automatically succeed him/her in office. The President Elect shall fulfill the President position in the term following President Elect and therefore the person elected as President Elect will serve two consecutive terms on the Executive Board.

The **Secretary** shall serve on the Executive Board, keep an accurate record of all meetings of the Assembly and the Executive Board, and shall prepare and submit minutes for approval, be the custodian of all the Association's official records and files and carry on the official correspondence of the Association except as the Executive Board may direct otherwise.

The **Treasurer** shall serve on the Executive Board, receive dues of members, notify all members of expiration of dues, be custodian of all funds of the Association, make all purchases and transact all business authorized by the Executive Board or by the membership in accordance with approved policies of the Association, maintain a bank account in an insured bank in the name of the Association, maintain a set of books in a manner acceptable to the Executive Board, and make an annual report to the membership showing the current financial standing, the numbers of members and such pertinent information as he/she deems desirable or which is requested by the Executive Board, and prepare with the President a proposed annual budget. The Treasurer shall serve a minimum of two (2) consecutive terms.

The **Director At Large** shall serve on the Executive Board and shall assist the other board members as needed and chair the regional representatives committee.

The regular term of office for all Association officers shall commence at the end of the Association meeting at which they are elected and shall continue until the end of the next Association meeting when elections are held.

Article III *Compensation*

Officers and committee members of the Association shall receive no compensation for their service, but shall be reimbursed for appropriate and necessary expenses incurred as approved by the Executive Board.

Article IV *Committees*

1. Each of the standing committees shall have three members serving 18-month terms, unless otherwise specified. One committee member must serve two 18-month terms to ensure continuity on the committee. The Assembly may approve such other special committees as are submitted to the Assembly for approval by the Board.
2. Only *active* members in good standing may serve on standing committees. Active, associate and corporate members may serve on special committees.
3. The President shall appoint all members of committees, with the advice and consent of the Executive Board, and shall serve *ex officio* on all committees. However, the Board will select the nominating committee, or the Assembly may elect the nominating committee. The President may not serve on the nominating committee. Whether a nominating committee is used, nominations shall be permitted from the floor.
4. The Nominating Committee will prepare a slate of nominees for the Executive Board of one nominee per office. Nominating Committee members may not be included in the slate of nominees that the Committee presents, but after the Assembly approves the slate of nominees, Nominating Committee members may be nominated from the floor.
5. The Resolutions Committee will report all submitted resolutions, even those that it recommends for rejection.
6. The Regional Representative Committee will have five members, one representing each of the following areas: northeast, Midwest, south, west and Canada. The Director At Large will serve as one member of this committee and preside as chair of this committee.

Article V *Voting Procedures*

Officers of the Association will be elected at the Association meeting held every 18th month.

1. Election to offices of the Executive Board shall be by written ballot, upon nomination by an active member at a meeting for which proper notice of nominations and elections has been given. Nominations may also be made to the Nominating Committee prior to the meeting. Only active members in good standing may make nominations.
2. There shall be one nominating speech of no more than 3 minutes for each candidate and one acceptance speech of no more than 3 minutes by each candidate.
3. Only members whose names have been put in nomination and who have accepted the nomination in person or in writing and who are otherwise qualified to hold the office for which they seek election may be voted upon. Any votes for a candidate not nominated are void.
4. A majority vote shall be required for election. If no candidate has received a majority vote, runoff elections shall be held in accordance with procedures announced by the election committee to the assembly before the

first election takes place. If no such procedures are announced, then the runoff election shall be held, and the runoff ballot shall list those unsuccessful candidates who, arranged in decreasing order of votes received, equal one more than the number of positions to be filled. If more candidates receive a majority than there are positions to be filled, then the majority vote candidates receiving the most votes, in that order, shall be elected.

5. Election by acclamation will only be permissible when there is only one candidate for an office or position.

Article VI *Resolutions*

Any active member in good standing shall have the privilege of submitting resolutions pertinent to the policy of the Association for consideration by the membership and/or the Executive Board. Proposed resolutions must have a mover and a seconder. Resolutions shall first be submitted to the Resolutions Committee, which will review and edit them for form and style before presenting resolutions to the Assembly and/or Board of Directors. Resolutions submitted to the Executive Board for consideration shall be adopted with a majority vote of the Board. Resolutions submitted for consideration by the membership at an Association meeting shall be adopted with a majority vote of those members eligible to vote who are present, providing there are at least twenty percent of the members eligible to vote present.

Article VII *Quorums*

The quorum for Association meetings shall be twenty percent of the members who are eligible to vote. Proxies are not allowed for either the establishment of a quorum or for the transaction of the business of the Association.

Article VIII *Parliamentary Procedure*

The rules of parliamentary practice found in the latest edition of *Cannon's Concise Guide to Rules of Order*, shall govern the proceedings of the Association whenever those rules are not inconsistent with the constitution and bylaws of the Association.

Article IX *Amendments*

These bylaws may be amended, revised or otherwise changed by a majority vote of all votes received from the members eligible to vote. The proposed amendment must be submitted in writing to the Secretary who shall mail a copy together with a proper ballot to each member who is eligible to vote within thirty days after receipt of the amendment. Not less than fifteen days or more than thirty days shall be allowed for the return of ballots by the membership.

These bylaws may also be amended, revised, or otherwise changed at any Association meeting by a majority vote of all members present who are eligible to vote, providing there are at least twenty percent of the members who are eligible to vote present.

1. Proposed amendments to these bylaws may be submitted by the Bylaws and Rules Committee, by the Executive Board, or by an *active* member in good standing. Amendments must have a mover and a seconder.

2. The Secretary shall make editorial changes as needed and shall contact the sponsor if substantive changes are necessary for the proposed amendment to be in proper order.
3. Amendments may be submitted any time, but no later than 45 days before the next Association meeting.
4. Unless otherwise provided for, the amendment shall take effect immediately upon adoption.

Amended July 20, 2000

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