

Constitution

Amended July 28, 2005

Article I *Name*

The name of this organization shall be Hoof Trimmers Association, Inc.

Article II *Object*

The objectives of the Association are to provide educational opportunities and mutual support for hoof trimmers and to promote quality hoof trimming.

Article III *Membership*

Membership is open to any interested party.

1. The **active** membership of this Association shall include any person who pays the full membership dues. Hoof trimmers will sign up as active members. An active membership is valid for one person per fully paid dues and qualifies as one vote. Only active members in good standing are eligible to receive the member registration discount for the Hoof Health Conference. An active membership includes a subscription to the newsletter.
2. Any person who endorses the purposes of the Association may be eligible for **associate membership**, (other industry personnel) but associate members may not vote, hold elected office and are not entitled to the member registration discount for the Hoof Health Conference. Associate members are eligible to participate in all other activities of the Association and will receive a subscription to the Association's newsletter.
3. An introductory associate membership is available to first time, hoof-trimmer members. These members may not vote, hold elected office and are not entitled to the member registration discount for the Hoof Health Conference. After the introductory year, hoof trimmers will sign up as active members.
4. Any member who has not paid his/her dues after sixty days' written notice from the Treasurer shall be terminated as a member; however, a member so terminated may be reinstated upon procedures adopted by the Executive Board.
5. The fiscal year of the Association shall be from November 1 through October 31. The membership year of the Association shall be from November 1 through October 31.
6. Any company that wishes to endorse the purposes of the Association may be eligible for a **corporate membership**, but this membership will not include voting privileges or allow any corporate representative to hold an elected office. Corporate members may however, serve on special committees, but not as chairperson. The Executive Board shall determine the corporate membership program, its levels, benefits and dues.

Article IV *Officers*

The officers of this Association shall consist of a President, a President Elect, a Secretary, a Treasurer and a Director At Large. These officers shall constitute the Executive Board of the Association.

The Executive Board shall be the governing body of the Association except when meetings of the Association membership are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the Association not specifically provided for in this constitution or by action of the membership at an Association meeting shall be decided by the Executive Board. The Board shall convene, either in person, by mail, or by telephone, at the call of the President or of a majority of the members of the Board.

1. To be eligible for election to an office of the Association, a member must have been an active member in good standing for at least two years prior to the date of election and currently work as a hoof trimmer as his/her primary occupation, or must have worked as a hoof trimmer as his/her primary occupation for at least five years in the past.
2. Vacancies in the Board shall be filled for the remainder of the unexpired term by vote of the Board, except that upon the occurrence of a vacancy in the office of the President, the President Elect shall first succeed to the office of President.
3. An officer shall not serve more than three successive full terms.
4. The Executive Board may remove, only with a unanimous vote of the Board, any Board member not performing his or her duties as specified in the Hoof Trimmers Association, Inc. Bylaws Article II.

Article V *Meetings*

A meeting of the Association members shall be held once every eighteen months, or as determined by the Executive Board or, 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. The Executive Board will select the time and place for the meeting. The agenda for the 18th month Association meeting shall include electing the Association officers and adopting the annual budget. Special meetings may be called by the President or by a majority vote of the Executive Board. Only those matters contained in the notice for such special meeting may be acted upon at that special meeting. At least 30 days' written notice shall be mailed to all active members for all meetings.

The Assembly shall have the following powers and duties:

1. to adopt and amend standing rules, this constitution and the bylaws;
2. to adopt an annual budget, prepared by the President and Treasurer and approved by the Executive Board;
3. to elect officers, with open nominations and a secret ballot;
4. to adopt statements of policy and take actions appropriate to the purposes of the Association;
5. to establish special committees that have been recommended for approval by the Executive Board; and
6. to act as the final authority on all matters arising in this Association, for which authority has not been given to some other officer or governance body by this constitution or the bylaws.

Members who wish to introduce any item of substantive business (other than floor amendments to main motions introduced by committees or other members) shall request the President to include the item of substantive business in the proposed agenda that is mailed to all members. Members must submit agenda items to the President 35 days before the meeting, in order to include them in the agenda. A member may also submit floor amendments in the same manner. If the President believes an item is out of order, and the matter cannot be reconciled before the notice is mailed to members, the item shall be included, but the President may add a notation that the Chair intends to rule the item out of order.

Article VI *Committees*

There shall be six standing committees of the Association:

1. **Elections.** To oversee elections, count votes and report results.
2. **Bylaws and Rules.** Reviews and drafts proposed changes to the constitution and bylaws.
3. **Resolutions.** Receives proposed resolutions from individual members, edits them for form and style, and reports them to the assembly.
4. **Nominating.** Present a slate of nominees to the Assembly, verify eligibility of nominees from the floor.
5. **Editorial.** To assist the newsletter editor with editorial content and advertising issues.
6. **Regional Representative.** To assist the Executive Board with special projects and tasks requiring member input, disseminate information to members, report members' concerns and ideas to the Executive Board and enhance member participation and communication in the Association.

Note: This Regional Representative committee will serve at the Executive Board's leisure and meet as needed. Meetings of this Committee are *not* regional meetings of the members.

Article VII *Amendments*

This constitution may be amended, revised, or otherwise changed by a two-thirds majority vote of all votes received from 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 proposed amendment. Not less than fifteen days or more than thirty days shall be allowed for the return of ballots from the members.

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

1. Proposed amendments to this constitution 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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