

# BYLAWS of SOUTH EAST WISCONSIN MINIATURE EQUINE CLUB

Revised: November 2024

## ARTICLE I – NAME

The name of this organization is South East Wisconsin Miniature Equine Club and also may be referred to as SEWMEC.

## ARTICLE II – OBJECT

The purpose of the SEWMEC shall be to develop and promote good sportsmanship and fellowship in equestrian sports among the miniature horse lovers. Our goal is to educate owners, members and other interested parties in the care, training and breeding of quality miniature horses.

## ARTICLE III – MEMBERSHIP

**Section 1 – Definition:** Membership in the organization shall be limited to active members. An active member in good standing is one who has paid his/her yearly dues and has participated in the club by attending at least one meeting and/or participated in a club event and/or worked on a committee. Membership is open to all those who subscribe to the purpose, agree to abide by club Bylaws, complete a membership application and pay dues. Dues run from January 1<sup>st</sup> to December 31<sup>st</sup>, there is no prorated rate for joining in the middle of a year. Membership starts the day you join the club and pay the membership. A family is defined as a maximum of two senior members and related juniors residing in the same household. After reaching the age of 18, an individual may no longer be included under the family membership and must apply for their own membership after the following January 1<sup>st</sup>.

**Section 2 – 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 Bylaws, shall have the right to attend meetings and club activities, have floor privileges, vote in club elections, vote on changes to the Bylaws and other matters presented to the membership. A member shall have been a member in good standing for one year before holding an office of board of director's position. In all matters governed by a vote of the members, children under the age of 18 will have no vote. Members must be present to vote. Proxy voting will not be permitted. Participation in the activities of this organization shall be restricted to members and their guests only, unless otherwise noted.

**Section 3 – Membership Responsibilities:** Members agree to abide by the Bylaws, conduct themselves in a respectful manner towards others at club meeting and functions, and display

and promote good sportsmanship at all times. If a member has a concern regarding another member or a member's horse, that member should express their concern to the President and to the President only. The President shall discuss the concerns with the Board of Directors for review. The Board shall have the right to hear further from both parties, verbally and in writing, and shall then decide what if any action shall be taken, including expulsion from the Club of either or both parties.

No member may incur any expenses in the name of the club unless duly authorized. In order to receive reimbursement for club-related expenses, member must submit all receipts for purchases made to the club treasurer.

**Section 4 – Termination of Membership:** Membership of any member of the club may be terminated for failure to abide by the Bylaws or for any other conduct contrary to the best interests of the club as determined by the Board of Directors. The reasons for the termination will be given to the member in writing. An opportunity will be given for explanation, either in writing or in person at a club meeting, if said member desires. The final decision of the Board of Directors is binding. An expelled member may, after a period of one (1) year, apply for membership as a new member.

**Section 5 – Membership Dues:** Dues for both individual will be \$20.00 and family memberships will be \$30.00 per year, or as determined by Club Officers and Board of Directors. Annual amounts shall not be prorated and members who wish to renew their membership will be responsible for forwarding the membership renewal form and annual dues to the club Treasurer prior to January 1<sup>st</sup> for the following year. The fiscal year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>. Dues are payable January 1<sup>st</sup> of each year and before January 31<sup>st</sup>, after which time membership will be canceled.

#### **ARTICLE IV – MEETINGS**

**Section 1** – The club shall be able to call a meeting when needed anytime January through December, never more than once every two months.

**Section 2** – The meeting for elections of Officers and Board of Directors shall be held at the last meeting of the year (October/November).

**Section 3** – Special meetings of the club may be called by a majority of the Board of Directors, or by the Secretary upon request of any five members of good standing in the organization.

**Section 4** – A quorum shall consist of the President (or Vice President) and Secretary (or acting Secretary) and at least 5 voting members.

**Section 5** – Robert's "Rules of Order" shall govern this organization in all its proceedings and actions of its officers and directors.

## **ARTICLE V – OFFICERS**

**Section 1 – Definition:** The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and 3 Board Members.

**Section 2 – Terms of Office:** All officers and directors of the club shall be elected at the last meeting of the current calendar year (October/November). There is no limit to the consecutive terms that an officer or director may serve. President, Vice President, Secretary, Treasurer and 1 Board of Directors shall be a 2-year term. The remaining 2 Board of Directors shall be a 1-year term.

### **Section 3 – Duties of Directors and Officers**

**President:** The President shall preside over meetings, appoint committees, enforce Bylaws and perform other duties incidental to this office. The President shall be kept informed of all appointed committee activated. The President shall only vote when written ballots are used, not on a motion.

**Vice President:** The Vice President will assist the President, and in the absence of or at the request of the President, assume the duties of the President. In the event that the Secretary and/or Treasurer are from the same household/family, the Vice President will also be responsible to review meeting minutes and reconciled monthly bank statements.

**Secretary:** The Secretary will record the minutes of meetings and report them to the membership at the next meeting. Official meeting minutes shall be emailed/mailed to President and Vice President (when applies) within 14 days of meeting. The Secretary will maintain any necessary club records, such as: memberships, By-laws, club correspondences and any other written information requested by the President.

**Treasurer:** The Treasurer will collect dues and other club funds, maintain the club's checking account and financial records, pay bills, and perform other duties incidental to the position. He/she will receive and pay out all corporate funds and keep an audit of all club accounts. The Treasurer shall be responsible to report club financials in an accounting balance sheet at each meeting. A copy of the reconciled monthly bank statement shall be emailed/mailed to President and Vice President (when applies) within 14 days of receiving statement. The bank that the club uses shall be a well known bank that has many branches that are available. The bank chosen will be brought to a vote by the club members and will not be changed for a minimum of five years. Anytime there is a change of person to the office of Treasurer, the Board of Directors shall examine the Bank Statements and Treasurer's records and when in unanimous agreement that the records are correct, then shall pass them over to the new Treasurer.

**Board of Directors:** Members of the Board of Directors will assist in overseeing and directing all club affairs and activities.

\*\*\*\*All Officers and Board of Directors need to attend 55% of the membership meetings and club events. Each Officer and Board of Director needs to commit to helping with 1 out of the 2 shows the club hosts yearly.

\*\*\*No officer, director, or member of the club shall be authorized to contract any debt in the name of the club without proper authorization.

\*\*If ever the time arises that an officer/board member needs to step away from his/her position before the end of his/her term, a written notice is required to be sent to the President and Secretary notifying them. You will have 14 days to hand over all club property/materials to an officer/board member. You will not be able to hold any elected position within the club for a minimum of two years. The officials of the club will then appoint an interim to fill that position until elections are hosted that year.

\*If an officer/board member does not follow the above requirements, the club does have the right to end their elected position within the club and to appoint an interim to fill that position until elections are hosted that year.

## **ARTICLE VI – ELECTIONS**

**Section 1:** Every year at the October/November meeting, officers and Board of Directors shall be elected, as terms come to an end.

**Section 2:** Prior to each election, nominations shall be opened for self-nomination or from the floor. Nominees must be present to accept or decline the nomination or have a written/signed acceptance or declination in the President's possession at the time of voting to be a valid nominee. The names of such nominees will be placed on the ballot to be used in the election of officers and directors.

**Section 3:** All voting for officers of the club will take place by secret ballot, if more than one candidate is running for a position. Prior to the membership voting each candidate will have the opportunity to speak or have a letter read why they are an asset to this position, if desired.

**Section 4:** Voting on a particular office shall commence immediately after said nominations have been closed, starting with the office of the President.

**Section 5:** Majority vote determines election. If no majority is reached, the candidates with the two highest numbers of supporting votes shall be submitted for a second ballot or as many ballots as is necessary to determine a majority.

**Section 6:** Only active members, over age 18, in good standing whose dues are paid in accordance with these Bylaws shall be eligible to vote at any election.

## **ARTICLE VII – AMMENDMENTS**

**Section 1:** These Bylaws may be amended periodically as necessary at any meeting of the organization, providing a quorum is present, by a two-thirds vote of the members present as such a meeting, provided that the proposed amendments has been presented in writing at the meeting and read by the Secretary.