



# *Articles of Association of Gold Coast Dressage Association, Inc.*

## *Constitution*

We, the members of the GOLD COAST DRESSAGE ASSOCIATION, Inc. have ourselves together for the purposes hereafter set forth, and do ordain and establish this CONSTITUTION.

### **ARTICLE 1: NAME**

A. The name of this Association shall be: GOLD COAST DRESSAGE ASSOCIATION. Also known by the abbreviation 'GCDA'.

### **ARTICLE 2: PURPOSES**

- A. The purposes for which the Gold Coast Dressage Association, Inc. is organized are exclusively religious, charitable, scientific, literary, educational, and to prevent cruelty to animals, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.
- B. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.
- C. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, in the county in which the principal office of the organization is then located, exclusively for such purposes

### **ARTICLE 3: MEMBERS**

- A. The qualification of members is that they accept and agree to abide by and comply with the purposes and obligations of this Constitution, and by By-Laws, rules, regulations, decisions, and motions lawfully adopted here-

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- under.
- B. Applicants for membership shall be admitted or rejected by a majority vote of the Board of Directors.
- C. The By-Laws may prescribe various types of membership, with or without the right to vote or hold office in the association.

## ARTICLE 4: EXISTENCE

- A. The Association shall have perpetual EXISTENCE.

## ARTICLE 5: OFFICERS AND DIRECTORS

- A. The affairs of the association shall be managed by a President, one or more Vice Presidents, a Secretary, a Treasurer, such other officers and Directors as may be prescribed within the By-Laws, . The Officers and Directors shall be elected annually for a term of one (1) year. The By-Laws shall prescribe the qualifications and the number of Directors.

## ARTICLE 6: BY-LAWS AND AMENDMENTS

- A. The By-Laws of the Association shall be made, amended and rescinded by:
  - a) The Board of Directors, by a two-thirds (2/3) vote of those present and voting or by
  - b) The membership, by a majority vote of those present and voting. Notice of the proposed amendment shall be furnished to the Board of Directors voting on the amendment or the membership voting on the amendment ten (10) days before the meeting at which the amendment is to be voted upon. Any member may propose amendments. This Constitution shall prevail over and govern the By-Laws.

## ARTICLE 7: CONSTITUTION AND AMENDMENTS

- A. This constitution may be adopted by the membership by a majority vote of those present and voting. This Constitution may thereafter be amended or repealed by the membership by a majority vote of those present and voting after fifteen (15) days written notice of the proposed action to the members. Any member may propose amendments and repeal.

## ARTICLE 8: OTHER PROVISIONS

- A. **Removal:** Officers and Directors shall be removed, or their offices declared vacant, in such manner as the By-Laws prescribe.
- B. **Liability:** No person connected with the Association (which term includes every member, officer, director, agent, attorney, or employee of the Association) shall be personally liable for any of the debts, obligations, or liabilities of the Association, whether asserted against the Association or any person connected with the Association. No person connected with the As-

sociation shall be liable for any loss sustained by the Association, nor for any act or omission, which was not the result of willful and intentional misconduct.

- C. **Waiver of Claims:** It shall be the obligation of every member, quest, invitee, or other person taking part in any meeting, horse show, clinic, social event, contest, competitive activity, trip or journey by horse or vehicle, or any other activity of the Association, or held under its sponsorship or auspices, (all of whom are described as a participant which term includes persons of either sex and groups or organizations of persons), to provide himself with adequate insurance to cover any losses, accident, injury, mishap, personal injury or property damage, arising out of said activities, and said insurance shall cover medical expenses, hospital expenses, loss of wages, suffering, and all other damages or injuries of any kind whatsoever: Each participant assumes and shall assume all risk of injury and damage in said activities, and agrees not to participate in any activity for which he does not have adequate skill, knowledge, or experience. Each participant covenants and agrees not to sue the Association or any Officer, Director, or member thereof on account of any such claims, including claims of negligence. Each participant shall promptly indemnify, defend, exonerate, and save harmless the Association and every member, officer, and director thereof from and against all expenses, liabilities, claims and proceedings, including reasonable attorney's fees, incurred by or imposed upon said persons in connection with any claim, proceeding, review, or appeal in which he or they may become involved, or any settlement thereof, or in the investigation of any claim, including "nuisance" or unfounded claims, by reason of any loss, accident, injury mishap, personal injury, or property damage, as aforesaid. Every participant hereby waives and shall waive all such claims and demands.

The provisions and benefits of this article shall also extend to all landowners, and all persons having the use, possession, or occupation of any land on which any activities of the Association are held; and no participant going on or riding upon any such lands, whether with or without the consent of the landowner, or as a trespasser, shall have any claims for any injuries or property damage against said landowners and persons.

- D. **Indemnification:** Every person connected with the Association shall be properly indemnified, defended, protected, exonerated, and saved harmless by the Association from and against all expenses, liabilities, claims, demands and proceedings, including reasonable counsel fees, incurred by or imposed upon said person in connection with any claim, proceeding, demand, administrative hearing, suite, "nuisance" claims, in which said person may become involved or to which said person may be a party, or any settlement thereof, by reason of said person being or having been a person connected with the Association, whether or not said person has said office or capacity at the time such expenses are incurred, except in cases where such person is adjudged guilty of willful and intentional misconduct The protec-

## SECTION 15: ADOPTION

Therefore, WE DO HEREBY CERTIFY that we the undersigned, and the members of said Association, a majority of whom are citizens of the United States, have formed this non-profit Association, and said By-Laws were DULY ADOPTED by the membership at a meeting on 15th day of November, A.D., 1981.

(signed) Marta E. Bruen  
Marta E. Bruen, President

(signed) Nancy Smoak  
Nancy Smoak, Secretary

Therefore, WE DO HEREBY CERTIFY that the undersigned, and the members of said Association, a majority of whom are citizens of the United States, have approved said By-Laws REVISION UPDATES that were DULY ADOPTED by the membership, at a meeting which was held on the 10th day of July, A.D., 2000.

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Andrea Hilling  
President

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Marcy Lynn Freedman  
Secretary

other official or agent of the Association, such person shall immediately deliver all books, files, records, and accounts pertaining to his office to the Board of Directors.

- I. The President shall appoint an audit committee to audit the finances of the Association. The committee shall make its report on or before January 15, of each year.
- J. An annual inventory shall be made of the property of the Association.
- K. All contracts, including contracts for the use of horse show grounds, and with judges, stewards, technical delegates, and other officials, shall be in writing signed by the person furnishing the facilities or services and by the President or the Presidents representative and one other Officer of the Association. The contract shall contain complete and accurate terms of payment, time of performance, and a description of the facilities and services and other details.

#### **SECTION 14: AMENDMENTS**

- A. The Secretary shall maintain complete and accurate records of the Constitution and By-Laws and all amendments thereof.
- B. The Secretary shall furnish to each new Senior and Junior member a complete copy of the Constitution and By-Laws, as amended.
- C. Immediately after the adoption of any amendment the Secretary shall send a copy thereof to each Senior and Junior Member in good standing.

tions hereunder shall exist while said person is connected with the Association and after said person has severed all connections with the Association. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such person may be entitled.

This obligation shall be satisfied only out of the assets of the association, including any insurance proceeds, and shall not authorize any charge or assessment against any person connected with the association.

- E. **No Private Ownership:** The members of the Association shall not have any capital stock, or any vested rights, interest or privilege of, in, or to the assets, functions, affairs, or franchises of the Association, or any right, interest, or privilege which may be transferable, or inheritable, or which shall continue if the membership ceases, or while the member is not in good standing.
- F. **Earnings and Activities:** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE 2 hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation or association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation or association contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of an future United States Internal Revenue Law).
- G. **Dissolution:** Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes, or for the prevention of cruelty to animals, as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction for the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE 9: ADOPTION**

Therefore, WE DO HEREBY CERTIFY that we, the undersigned, and the members of said Association, a majority of whom are citizens of the United States, have formed this non-profit Association, and said constitution was DULY ADOPTED by the membership at a meeting on the 15th day of November, A.D., 1981.

(signed) Marta E. Bruen

Marta E. Bruen, President

(signed) Nancy Smoak

Nancy Smoak, Secretary

Therefore, WE DO HEREBY CERTIFY that the undersigned, and the members of said Association, a majority of whom are citizens of the United States, have approved said **Constitution REVISION UPDATES** that were DULY ADOPTED by the membership, at a meeting which was held on the 10th day of July, A.D., 2000.

\_\_\_\_\_  
Andrea Hilling  
President

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Marcy Lynn Freedman  
Secretary

absentee ballot or by proxy will be allowed in any meeting of the Board of Directors, Committees or membership except in the annual elections of Officers and Directors. If unable to attend the annual meeting, members may send in their vote by mail to the Secretary of the Association. Those ballots in the Secretary's possession on the day of the election will be considered valid and included in the voting.

- F. At all meetings of the Directors, Committee, and Membership, each member shall have one vote.

**SECTION 12: ORDER OF BUSINESS**

A. The Order of Business at all membership meetings shall be as follows:

1. Roll Call.
2. Reading of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Reports of Officers.
5. Old and unfinished business.
6. New business.
7. Good and Welfare.
8. Adjournment.

**SECTION 13: FINANCES AND RECORDS**

- A. Dues and assessments, if any, shall be determined at membership meetings. The fiscal year shall run from January 1 through December 31.
- B. The Officers and Directors shall maintain adequate public liability insurance for all shows held by the Association.
- C. The Treasurer shall report to the Board at every meeting the condition of the Association's finances and make available every item of receipt or payment not before reported; and at the annual meeting he shall render an account of all monies received and spent during his term of office.
- D. The Treasurer shall render at stated intervals as the Board of Directors shall direct a written account of the finances of the Association, and such report shall be attached to the minutes of the Board of Directors of such meeting.
- E. No Officer Director, or committee member shall receive any salary, compensation, or travel expenses from the Association without the approval of the Board of Directors.
- F. The Board of Directors shall employ and fix the compensation of any and all Judges, Stewards, Technical Delegates, and other persons whom the Board in their discretion may determine to be necessary in the conduct of the business of the Association.
- G. All of the books, papers, files, and records, including the financial records of the Association or any Officer Director, committee, employee, or agent of the Association shall at all times be open to inspection by the Board.
- H. On the termination of the office of any Officer, Director, committee, or

attend three (3) consecutive meetings. After the maximum consecutive meetings not attended by the Officer or Director have been verified and they are not excused, the office shall automatically fall vacant at that meeting, and it shall be the duty of the President and Board of Directors of this Association to fill the vacancy immediately.

- C. However, the absence can be excused for good cause by a majority of those present and voting at the meeting not attended. The Board can excuse absences at the Board meeting and the membership can excuse absences at membership meetings. If no action is taken, or if a vote is taken and the absence is not excused, then the office is vacated at once.

#### **SECTION 9: COMMITTEES**

- A. All committees shall serve at the pleasure of the President who shall appoint and remove all standing and temporary committees and committee chairmen.
- B. The President shall appoint a Nominating Committee consisting of three (3) Senior Members, of whom not more than one (1) shall be an Officer or Director.

#### **SECTION 10: MEETINGS**

- A. The Association shall hold not less than two events each year, which shall feature educational and other purposes of the Association.
- B. Meetings of the Board of Directors can be called by the President, or on the written request to the Secretary of any two (2) Directors.
- C. Meetings of the membership can be called by the President, or on the written request the Secretary of any three (3) Senior Members in good standing.
- D. The Association shall hold at least two (2) membership meetings each year.
- E. The Board of Directors shall meet at least once per month.

#### **SECTION 11: RULES OF ORDER; VOTING**

- A. Roberts Rules of Order Revised shall govern meetings of the Association. At all meetings, voting shall be by voice vote, except that voting for Officers and Directors and voting on removal or disciplinary action shall be by secret ballot.
- B. A quorum shall consist of four (4) members of the Board of Directors and those members present and voting.
- C. Motions shall be carried by a simple majority, except on those matters in which a larger vote is required by the Constitution or Bylaws.
- D. To be eligible to vote in any meeting on any business, including the election of Officers and Directors, a person must have been a Senior Member in good standing for three (3) months.
- E. All persons must be present in person to vote and no voting by mail, by

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# Gold Coast Dressage Association, Inc.

## By-Laws

These By-Laws have been adopted in accordance with the Constitution, and in the event of any conflict between the Constitution and By-Laws, the Constitution shall prevail.

### SECTION 1: PURPOSES

In furtherance of the Purposes of the Association, the Association shall conduct activities as follows:

- A. Conduct an educational program and promote and upgrade classical riding dressage. Dressage training or schooling is the gradual development of the horse both physically and mentally in order to improve its natural gaits along with a perfect understanding with the rider.
- B. Offer a framework in which individuals can progress with the schooling of themselves and their horses. Activities shall be directed toward a better understanding of dressage.
- C. Promote public education in horsemanship by sponsoring clinics, seminars, courses of instruction and horse shows, and disseminate books, pamphlets, and other publications, which promote said purpose.
- D. Promote accepted standards of good conduct for the treatment and handling of horses, and preventing cruelty to animals, as generally recognized by the American Horse Shows Association, the United States Dressage Federation, Inc., and other recognized bodies dealing with the equestrian sports.
- E. Education and promotion of good sportsmanship and high ethical and moral standards in horsemanship and the equestrian sports.
- F. Make distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

### SECTION 2: MEMBERSHIP

**There shall be three (3) classes of membership.**

- ◆ **Senior:** A person of the age of eighteen (18) years and over with an active interest in the purposes of the Association, who has paid annual dues and assessments. Only senior members can vote in the Association or be an Officer or Director.

### SECTION 6: DUTIES OF SHOW MANAGEMENT AND STAFF

- A. It is the duty of the Show Manager to arrange for the grounds, Judges, staff, oversee committees, send out prize lists, arrange for programs, and coordinate all aspects of the show arrangements. The Manager must be on the grounds at all times during the show to supervise, troubleshoot and make any decisions necessary. All other duties of the show staff are outlined in the shows published prize list or omnibus.

### SECTION 7: BOARD OF DIRECTORS

The Board of Directors shall consist of the Officers, and seven (7) Directors.

- A. The President shall abstain from voting at meetings, except to break a tie vote.
- B. The outgoing (Immediate Past President) President shall have the right to remain as a member of the Board of Directors as long as the Incumbent President remains in office
- C. The Board of Directors shall manage the affairs of the Association and shall be receptive to the needs and wishes of the members.
- D. The duties of the Board of Directors as stated in Section 5 shall also include the following:
  - ◆ Handling publicity for activities of the Association.
  - ◆ Safeguarding the Association's books, accounts, records and files and designating an officer to be Custodian.
  - ◆ Taking and reporting of inventories.
  - ◆ Assembling records for audit
  - ◆ Keeping up-to-date membership lists and mailing lists, reporting member to the United States Dressage Federation, and contacting inactive members.
  - ◆ Preparing the minutes of meetings.
  - ◆ Preparing the newsletter and bulletins and sending them to the members.
  - ◆ Sending our notices of meetings.
  - ◆ Performing other work needed by the Association.
  - ◆ The Board of Directors shall designate duties to each Officer and Committee.

### SECTION 8: ATTENDANCE BY OFFICERS AND DIRECTORS

- A. It shall be the duty of each Officer and Director to attend all meetings of the membership and the Board of Directors, to sign the list of those attending and to resign if adequate attendance cannot be maintained.
- B. The Secretary shall maintain complete and accurate records of the attendance at each meeting, showing the names of Officers Directors, and members attending. The Secretary shall report the names of any Officers who do not attend two (2) consecutive meetings and Directors who do not

educational nature and to provide a forum for members to interact, express opinions and exchange ideas.

**2. MEMBERSHIP (DIRECTOR) CHAIRMAN**

The Membership Chairman is responsible for keeping up to date membership lists and mailing lists, collecting membership fees and sending out membership cards, reporting members to the United States Dressage Federation, and contacting inactive members. The Membership Chairman is often the first contact the prospective new member has with the Association.

**3. PUBLICATIONS DIRECTOR**

The Publications Director is responsible for publishing and mailing all show prize lists, developing and publishing show programs, and the development and publication of other items at the direction of the Board of Directors.

**4. SPONSORSHIP DIRECTOR**

The Sponsorship Director is responsible for soliciting commercial advertisers and sponsors for the shows and show programs.

**5. SHOW COORDINATOR (DIRECTOR)**

The Show Coordinator is responsible for coordinating and overseeing the smooth operation and planning of all shows. This involves arranging for the Show Managers, Secretaries, and Technical Delegates (if required) to work each show, contacting and arranging for judges and judge accommodations subject to approval by the Board of Directors, and any other responsibilities as may be required.

**6. SCHOOLING SHOW MANAGER (DIRECTOR)**

The Schooling Show Manager is responsible for coordinating and overseeing the smooth operation and planning of all schooling shows under the direction of the Show Coordinator. This involves arranging for or acting as the Show Manager, arranging for the Show Secretaries to work each show, and coordinating judges requirements subject to the approval by the Board of Directors and any other responsibilities as may be required.

**7. VOLUNTEER COORDINATOR (DIRECTOR)**

The Volunteer Coordinator is responsible for forming and coordinating a committee of volunteers that will work to assemble volunteer staff to work each show. This involves calling and obtaining qualified personnel and scheduling the work hours for all necessary workers.

**8. The SHOW COMMITTEE** consists of the following Directors:

Show Coordinator, Schooling Show Manager & Volunteer Coordinator. The show committee is made up of three (3) directors and as many others as required to provide efficient operation of shows as provided by the association

♦ **Junior:** A person under the age of eighteen (18) years with an active interest in the purposes of the Association who has paid annual dues and assessments.

♦ **Honorary:** A person whose contributions to the purposes of the Association are deemed worthy of such membership. Candidates for Honorary membership shall be approved by the Board of Directors by a majority vote, but such action can be disapproved by a two-thirds (2/3) vote at a meeting of the membership.

- A. Senior Members and Junior Members shall receive bulletins, notices and mailings from the Association and shall have individual membership in the United States Dressage Federation.
- B. A candidate for membership before becoming a member in good standing shall sign and submit a written application for membership in which he agrees to be bound by the Constitution and By-Laws, and the rules, regulations, decisions, and motions lawfully adopted under said Constitution and By-Laws. An application for candidate under the age of eighteen (18) years shall in addition be co-signed by his parent or guardian .
- C. Every person who becomes a member of the Association shall automatically be bound by the Constitution, and the By-Laws, rules, regulations, decisions, and motions lawfully adopted under said Constitution and By-Laws, without specific reference thereto in the membership application. To be a member in good standing, the member must comply with said obligations and pay dues and other sums owing to the Association. A person who is not a member in good standing shall not vote or hold or continue in an office of the Association.
- D. Membership may be terminated or suspended by resignation, nonpayment of obligations or expulsion or suspension for good cause by the Board of Directors.
- E. The member shall be given written notice ten (10) days before a hearing which may result in disciplinary action, and the member shall have the right to appear personally in his own defense.
- F. Action of the Board shall be by a majority of those present and voting.
- G. The Secretary shall notify the member in writing of the decision of the Board and the penalty, if any.

**SECTION 3: DUES AND ASSESSMENTS**

- A. The rights of a member shall be in bad standing and suspended if he/she does not pay his/her dues by November 15 of each year, and if the dues are not paid by January 1, membership will be terminated, all rights and privileges of membership shall be denied and the January issue of our Newsletter shall be the last one received as well.
- B. The member must pay dues to participate in activities of the Association that are limited to members only.
- C. If a new member joins the Association after August 31 and before November 1, paying dues for one full year, the payment shall cover dues for the

- forth coming **November 1 to October 31 dues cycle** in the coming year.
- D. If a New Membership Director is elected, all current and new members who renew prior to regular dues cycle, shall be credited but shall not receive a membership card for the new dues cycle after November 1.

#### **SECTION 4: OFFICERS AND DIRECTORS**

- A. The Officers of the Association shall be President, First Vice-President, Second Vice President, Secretary, Treasurer and Immediate Past President.
1. All Officers and Directors shall be Senior Members elected in September to serve for a term of one (1) year, or until their successors are elected and qualified. The term of office shall be from Oct 1 thru Sept 30 for all officers except the Treasurer, who shall serve from Jan 1 thru Dec 31, to coincide with our fiscal year.
  2. The Secretary shall verify that each Senior Member receives a written notice of the election meeting at least twenty-one (21) days before the election.
  3. At the annual election meeting, additional nominations may be written in on the Ballot by any Senior Member.
  4. To be eligible to be elected as President or Vice President(s), the person must have been a member in good standing for (1) year and have attended a minimum of (4) four meetings.
  5. Officers and Directors may be removed from office by the Board of Directors for good cause. The incumbent shall be given written notice of the proposed action ten (10) days before the meeting and can attend in person to present their defense. The Secretary shall give the incumbent written notice of the action taken.
  6. In the case of resignation or other vacancy among Officers and Directors, the Board of Directors shall elect a Senior Member in good standing to fill the vacancy and serve temporarily. The vacancy shall be filled at the next meeting of the general membership for the remainder of the term of office, which shall expire at the next annual election of Officers and Directors.
  7. Officers and Directors may be removed without cause only by vote of the Members.

#### **SECTION 5: DUTIES OF OFFICERS AND DIRECTORS**

The Officers shall have the usual duties pertaining to their office, and shall perform duties designated by the Board of Directors.

##### **A. PRESIDENT**

The PRESIDENT presides at all meetings of the members and directors and is an ex officio member of all committees except the nominating committee. The PRESIDENT appoints and removes all standing and temporary committees and committee chairmen. The PRESIDENT, with one other officer, signs all contracts. It is the PRESIDENT's job to coordinate and direct all of

the activities of the association, as well as to assume various responsibilities as required.

##### **B. IMMEDIATE PAST PRESIDENT**

The Immediate Past President may attend all sessions of the Executive Board. The Immediate Past President shall advise and assist the President and Executive Board in the performance of their respective duties and shall execute such assignments or orders that may be issued by the President or the Executive Board.

##### **C. FIRST VICE PRESIDENT**

The First Vice President shall have all the powers and functions of the president during the absence or disability of the President. The First Vice President shall also perform various other duties designated by the Board of Directors as needed.

##### **D. SECOND VICE PRESIDENT**

The Second Vice President shall have all the powers of the President during the absence or disability of the President and First Vice President. The second Vice President shall also perform duties designated by the Board of Directors as needed.

##### **E. SECRETARY**

The Secretary maintains complete and accurate records, especially of the attendance at each meeting, showing the names of officers, directors and members attending. The Secretary is responsible for preparing the minutes of all meetings, and sending out notices of meetings, etc. to the membership. The Secretary should maintain complete and accurate records of the Constitution and By-Laws and all amendments thereof and furnish to each new member a complete copy of the Constitution and By-Laws. Immediately after the adoption of any amendment, the Secretary must send a copy thereof to each member. In addition, the Secretary is responsible for safeguarding the Association's books, records and files.

##### **F. TREASURER**

The Treasurer is responsible for keeping the Association's financial records, paying for expenses as incurred in the operation of the association's business, filing tax forms as required or working directly with a designated accountant as necessary. Other jobs that may be required of the Treasurer would be the taking and reporting of inventories, assembling records for audit and making records available for inspection by any member on request.

##### **G. DIRECTORS**

The directors are seven (7) individuals, each of whom assumes special responsibilities as required. Presently, the board consists of the following positions:

##### **1. NEWSLETTER (DIRECTOR) EDITOR**

The Newsletter (Director) Editor is responsible for preparing the monthly newsletter, educational and informational bulletins and sending them to all members. The purpose of the newsletter is to keep members informed of all association activities, provide articles of an