

SOUTHERN MAINE DRESSAGE ASSOCIATION

BYLAWS

Article 1

Purpose

The purpose of this association shall be to advance the sport of dressage in the southern Maine area by encouraging and educating those involved in the sport with special emphasis placed on assisting newcomers to the sport.

Article II

Membership

- Section 1. Membership in the association shall be open to any person having an interest in dressage upon submission of an application and the payment of the annual dues regardless of place of residence. The application shall be furnished by the association.
- Section 2. Membership shall consist of three classes - individual, family and junior. A family membership will include all children under the age of eighteen (18) years as of January 1 of that year. A junior membership will be for an individual who is under the age of twenty-two (22) years as of January 1 of that year.
- Section 3. Annual dues shall be set by the Board of Directors. Dues become due and payable January 1 of each year and members who have not paid their dues by March 1 will be removed from the membership list.
- Section 4. Payment of dues will entitle each individual membership to one vote. Payment of dues will entitle each family membership to two votes. Two adult members of the family may cast two separate votes or one adult member of the family may cast two votes on behalf of the family membership. A junior membership will not be entitled to vote.
- Section 5. A motion voted on by the membership shall be considered passed if approved by a majority of the members voting. Votes submitted by mail will be accepted.
- Section 6. Termination of Membership. The Board of Directors by an affirmative majority vote may suspend or expel a member for just cause after offering an opportunity for an appropriate hearing before the Board.

Article III

Fiscal Operations

The fiscal year and operation of the association shall follow the same year as the Maine Dressage Association, December 1 to November 30.

Article IV Meetings

General membership meetings are to be held not less than six (6) times a year and shall be held at a place to be designated by the President. The annual meeting of the association shall be held during the fall of each year. Meetings of the Board of Directors and the Executive Committee may be called by the President at any time.

Article V Board of Directors and Officers

- Section 1. The minimum number of directors shall be three (3) and the maximum number of directors shall be eleven (11). The Board of Directors shall include the retiring president for one (1) year and the officers of the association. A junior member shall be elected to serve as a non-voting representative to the Board.
- Section 2. The officers of the association shall be president, vice president, secretary and treasurer.
- Section 3. The Executive Committee shall consist of the officers plus the immediate past president for one (1) year.
- Section 4. Election of officers and directors shall be held at the annual meeting every two years. Those candidates receiving the most votes cast for each office or directorship shall be elected.
- (i) A ballot shall be issued to the voting membership by use of the October Newsletter issued prior to the annual meeting at which the elections are to be held.
 - (ii) Absentee ballots shall be available by written or phone request to the Secretary, Membership Manager or person designated by the President.
 - (iii) An absentee ballot must be returned to the Secretary before the said annual meeting.
 - (iv) In addition, ballots will be available at the annual meeting for any member who has not yet voted.
- Section 5. Nominations for officers and directors shall be made by a nominating committee appointed by the president in June prior to the annual meeting at which the elections are to be held. This committee shall consist of three (3) members including at least one Board member.
- (i) The general membership shall be informed by use of the Newsletter of the names and addresses of the nominating committee and that the members may submit nominations directly to the committee.

(ii) Nominations may be made by mail by the general membership if received by the nominating committee by the first day of September prior to the annual meetings at which elections are to be held.

(iii) Nominations may also be made from the floor at a general meeting held sometime during the month of September prior to the annual meeting at which elections are to be held.

(iv) Eligibility and availability must be ascertained by the nominating committee before the names shall be placed on the ballot.

(v) Nominating committee will refer to the Nominating Guidelines in choosing candidates and determining candidate eligibility.

(vi) The names of the candidates for election must be submitted by the nominating committee to the President by the thirtieth (30th) day of September prior to the annual meeting at which elections are to be held.

(vii) The general membership shall be informed by use of the October Newsletter of the names, addresses and qualifications (30-80 word statement provided by the candidate) of each candidate on the ballot.

(viii) Candidates shall provide 30-80 word statement of qualifications to the Newsletter Editor by September 30th prior to the annual meeting at which elections are to be held. If no information is provided, it will be so indicated in the Newsletter.

Article VI

Duties of the Board of Directors

- Section 1. The Board shall transact all routine business and such emergency business as may need immediate action between meetings of the association.
- Section 2. The Board shall study other questions of interest to the association that may arise and present the facts with recommendations to the association membership for actions.
- Section 3. A majority of membership of the Board shall constitute a quorum for the transaction of business.
- Section 4. Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors.

Article VII

Duties of the Officers

- Section 1. The president shall preside at all meetings, appoint chairpersons of all standing committees and call all meetings.
- Section 2. The vice president shall perform the duties of the president in his/her absence and assist with committee work.

Section 3. The secretary shall keep a record of the proceedings of the association and read the same at each meeting and handle all correspondence.

Section 4. The treasurer shall collect or cause to be collected the dues, keep all accounts of the association, present a financial report at each meeting and keep a complete list of members in good standing.

Article VIII
Duties of the Executive Committee

The Executive Committee shall lend guidance in the implementation and disposition of programs approved by the Board of Directors or membership. This committee may handle emergency business considered too urgent to have a Board of Directors meeting. They may make recommendations to the Board of Directors. A quorum shall consist of three (3) committee members. Any action of the Executive Committee must be reported to the Board of Directors at their next meeting.

Article IX
Dissolution of the Association

In the event of the dissolution of this association, its assets are irrevocably dedicated to an exempt purpose as defined by the Internal Revenue Code. The directors shall, on such an occasion, determine which such exempt purpose such assets shall be distributed to.

Article X

The current issue of "Robert's Rules of Order" shall be the official guide for any meeting of the association.

Article XI

These Bylaws may be amended at an annual meeting at the written request of any member and the recommendation of the Board of Directors with approval by a majority of membership ballots returned. Ballots shall be issued to the voting membership by use of the October Newsletter issued prior to any annual meeting and returned and opened at said annual meeting. In addition, ballots will be available at the annual meeting for any member who has not yet voted. A ballot may be returned to and opened by the person designated by the president in advance of the said annual meeting. The failure to return a ballot will be considered a vote in the affirmative for the proposed amendments to the bylaws.