



# Guideline for Bylaws of Member Organizations

Below are the minimum articles and sections suggested by Robert's Rules of Order, *New Revised* the 12<sup>th</sup> edition. There can be any number of articles and section in an association's bylaws and some are listed starting on page 4.

Article I: Name

Article II: Objects (and Purposes)

a) .....

b) .....

Article III: Members

Section 1: Class of members

Section 2: Dues

Section 3: Rights

Section 4: Removal from membership

Article IV: Officers

Section 1: The Officers are: president, vice-president, secretary and treasurer.

Section 2: The Officer (shall, will or must) be members in good standing.

Section 3: The duties of the Officers are:

a) President (shall, will or must) .....

b) Vice-President (shall, will or must) .....

c) Secretary (shall, will or must) .....

d) Treasurer (shall, will or must) .....

e) Other duties are.....

Section 4: The Officers (shall, will or must) be elected by ballot (by the members present at the Annual Meeting) or (that is mailed to the members) except where there is only one candidate nominated for an office, the presiding officer will declare that nominee elected. Nominations (shall, will or must) be (made from the floor) or (by the Nominations Committee). If there are more than three nominees for any office and no one candidate receives a majority of the votes cast, then a run-off election between the two candidates that received the most votes will take place.

Section 5: The terms of office (shall, will or must) begin on (the first day of the year) or (as prescribed .....). The term of office (shall, will or must) be one year and until their successors are elected. (There is no limit on the number of terms an officer can serve) or (the \*\*\*\* may only serve two consecutive terms in that office).

Sections 6: A vacancy in the office of the president (shall, will or must) be filled by the vice-president. Any other office will be (filled by a special meeting of members called for that purpose) or (filled by the Board of Directors).



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Section 7: Removal for Cause

## Article V: Meetings

Section 1: Regular meetings of the (club) or (association) (shall, will or must) be held (on the (first \*\*\*) (Monday\*\*\*) (of the Month) or (quarterly on this day) for the purposes of receiving reports, and other business that may come before the meeting.

Section 2: Annual meeting of the (club) or (association) (shall, will or must) be held in (Month of the year) for the purpose of receiving reports, electing the Officers (and Directors), amending the bylaws and other business that may come before the meeting.

Section 3: Special meetings (shall, will or must) be held at the request of the president or at the request of a majority of the Board of Directors or at the request of at least (\*\*\*)% of the members.

Section 4: A quorum at any meeting (shall, will or must) be (the members present) or (some % of the members present). \*However, a lesser amount may adjourn the meeting until a quorum has been attained.

Section 5: Notice of the date, time and place and purpose of any meeting requires (\*\*\*) days' notice to all members of the club.

## Article VI: Board of Directors

Section 1: The Directors are: the officers, (the Immediate Past-President) (and) (2 or 3 or 4...) additional members to be elected for a (2 or 3 year) term of office by the members at the Annual Meeting.

Section 2: Directors (shall, will or must) be members in good standing.

Section 3: The Board of the Director (shall, will or must) have the power to act on behalf of the club. The actions of a majority of the Board of Directors (shall, will or must) the action of club.

Section 4: The Directors (shall, will or must) be elected by ballot (by the members present at the Annual Meeting) or (that is mailed to the members) except where there is only one candidate nominated for an office, the presiding officer will declare that nominee elected. Nominations (shall, will or must) be (made from the floor) or (by the Nominations Committee). If there are more than three nominees for any office and no one candidate receives a majority of the votes cast, then a run-off election between the two candidates that received the most votes will take place.

Section 5: The duties of the Director (shall, will or must) be determined by the Board of Directors.

Section 6: A Director vacancy (other than the Officers) filled by the Board of Directors.

Section 7: The Board of Directors (shall, will or must) meet at least (Monthly) or (Quarterly). A majority of the Directors present at a meeting shall constitute a quorum.



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Section 8: Removal for Cause

Section 9: Indemnification

Article VII: Committees

Section 1: (Membership)

Section 2: (Nominations)

Section 3: Other Committees

Article VIII: Parliamentary Authority

The rules contained in the current edition of (*Robert's Rules of Order, Newly Revised*) or (other manual) (shall, will or must) govern the (club) or (association) in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the (club) or (association) may adopt.

Article IX: Amendments of the Bylaws:

These Bylaws may be amended, or revised, or repealed and new Bylaws adopted, by a two-thirds vote of the members present and voting at an Annual Meeting; or Special Meeting called for that purpose; as long as the amendment and the notice of the meeting has been delivered to all the members of the club.

Optional Articles and Sections:

1. Insert as new Article II – Affiliations

This (club) or (association) is a Member Organization chartered by the Arabian Horse Association (AHA) and is subject to the AHA Bylaws, adopted motions of the AHA Board of Directors and resolutions adopted at the AHA Annual Convention. The (club) or (association) is a Member Organization of Region (\*) as defined by AHA resolution and is subject to the bylaws of the region, motions and resolutions adopted by the delegates of the region at any regional meeting. The (club) or (association) is entitled to delegate representations (pursuant to the AHA Bylaws) to the AHA Annual Convention and to any Region (\*) Delegate meetings held through out the year. The (club) or (Association) (shall, will or must) pay dues to the Region (\*) as defined in the AHA Bylaws and with the dues amount (if any) to be determined by the region.

2. Insert as new Section 10. of Article VI – Board of Directors

An Executive Committee consisting of the Officers and the Immediate Past-President shall be empowered to act on behalf of the Board of Directors between the Director Meetings. The Executive Committee (shall, will or must) meet monthly and report to the Board of Directors any actions taken between the Directors meetings. A majority of the Executive Committee (shall, will or must) constitute a quorum.



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## 3. Insert as new Article VII – Delegates

The delegate(s) and alternate delegate(s) (shall, will or must) be (elected) or (appointed) (by the (Members at a meeting) or (by the Board of Directors at a meeting) to be held (\*\*) days before the AHA Convention and (\*\*) days prior to a Regional Meeting. The secretary (shall, will or must) submit the names of the delegate(s) and the alternate delegate(s) to the secretary of the region as soon as the (elections or appointments) are completed.

## 4. Insert as new Article VIII – Dissolution

The assets of the (club) or (association) (shall, will or must) be donated to a (club) or (association) of similar type and with the same objects and purposes. A resolution to dissolve the (club) or (association) (shall, will of must) follow the same provisions pursuant to Article (\*\*\*) as an amendment, a revision or to annul the bylaws with notice to be delivered to all members.