

# **Gulf Coast Donkey and Mule Association**

## **Constitution and By-Laws**

### **Article I – Name and Purpose**

Section 1- Name: The organization shall be known as “Gulf Coast Donkey and Mule ASSociation”.

Section 2- Purpose: The objectives for which the Club is formed are as follows:

1. To promote the Donkey and Mule as family and performance animals.
2. To promote showing, and pursue the advancement and propagation of interest in the improvement of the breed of Donkeys and Mules.
3. To create a co-operative spirit and to promote social activities among its members.
4. To hold various shows and social activities in a manner that each member would feel the success of the activities is their responsibility, and to work in whatever capacity is assigned them in a diligent and business-like manner.

### **Article II – Membership**

Section 1- Eligibility of Membership: Any person of good moral character may become a member after having met all qualifications of the club. Membership is granted after completion and receipt of a membership application and annual dues.

Section 2- Annual Dues: Membership fees shall be \$20.00 per family or individual member.

Such dues will be paid on an annual basis beginning January 1<sup>st</sup> of each year. (A family membership constitutes all people living in one household together.)

Section 3- Rights of members: A single membership constitutes one (1) adult vote. Family membership constitutes two (2) adult votes. (Must be 18 years or older to vote.)

Section 4- Resignation and Termination- Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. Any member whose dues shall be unpaid after 32 days from January 1<sup>st</sup> annually shall cease to be a member and shall forfeit all claims they may have as a member. Any member may be expelled upon recommendation of the membership committee and a majority vote of those members present at any given meeting.

### **Article III – Meetings**

Section 1- Meetings shall be held with specific dates and locations to be announced. Special meetings may be announced at any time and all members should be notified by either email or mail.

Section 2- It shall be understood that nothing concerning the activities of this Club shall be projected, either as policy, or action, or finance, without specific authorization by the Officers of the Club.

Section 3- Quorum: Ten (10) members present and voting shall constitute a quorum.

Section 4- Disbandment: In the event this Club is disbanded for any reason, the Officers shall have the authority to disburse the Club properties, and all monies derived from such property shall be donated to a donkey and mule organization or program designed to 1. Promote donkeys and mules, or 2. Educate people about them, or 3. Research donkeys and mules. The choice will be made by the current officers, by vote, and each member in good standing will be mailed an explanation of this disbursement.

### **Article V – Officers**

Section 1- Officer Eligibility: No member shall be eligible to hold office in this Club unless they are a member in good standing.

Section 2- Officer Elections: New officers and current officers shall be elected or re-elected by the members at the annual meeting. Officers will be elected by a simple majority of members present at the annual meeting.

Section 3- Committees: Committees of the Club shall be chosen as needed by the Officers.

Section 4- Election procedures: The nomination of the Officers shall be made from the floor at the regular year end meeting. A member cannot accept the nomination for more than one office.

Section 5- Officers and Duties: The Officers of the Club shall be: President, Vice-President, Secretary, Treasurer, Event Secretary, Event Coordinator, and Public Relations Officer

1. The President shall execute all duties imposed upon him at the time of his election.
  - He/she shall see that the Constitution and By-Laws shall be rightly executed and that other officers of the Club shall fulfill their imposed duties correctly.
  - He/she shall appoint special committees whenever necessary; however, he/she cannot appoint special committees that conflict with the standing committees.
  - He/she shall call special meetings at his/her discretion.
2. The Vice President: In case of the President's absence or inability to act, the Vice-President shall act in his/her stead.
  - He/she shall be responsible for the planning of all club programs.
3. The Secretary shall conduct all correspondence of the Club and maintain membership records.
  - He or she shall keep the minutes of all meetings and have charge of the notices of meetings.
  - He or she shall keep all records pertaining to his or her office.
  - The Secretary, at the conclusion of the term of office, shall turn over all records kept during the year to the newly elected successor.
4. The Treasurer shall keep all money records of the Club and keep an accurate account of all expenses incurred and all monies received.
  - Shall notify those members who are in arrears with payments of annual dues.
  - Shall keep all receipts and books pertaining to the Club's monies.
  - Shall keep a standing inventory of all the Club's assets and property.
  - Shall collect all monies payable to the Club of which a complete and accurate account shall be kept in the Club's checking account.
  - All books and records of the Club shall be open at all times for inspection and examination by members.
  - The Treasurer at the conclusion of the term of office, shall turn over to the newly elected successor, all monies, books, records and any other property belonging to the club, with the proper book setup; with both the old Treasurer and the newly elected Treasurer present and doing the checking.
  - Any shortages in money and/or property will be immediately reported to the President who will call a special meeting for a report to the membership.
5. The Event Secretary will have the responsibility of acting as the contact person for organizations wishing to put on a sanctioned donkey and mule event, and a meeting with these organizations as needed to present the information or to aid in answering any questions they may have.
  - Event Secretary will prepare a packet of information to be given out to the organizations as needed with the following information.
    - Sanction Rules
    - Club Rules
    - Suggested classes for current times
    - Suggested manning requirements to run an event
    - Samples of event flyers, entry blanks, high point tally sheets, class placing, judge's slips, class sheets. Etc.
  - Event Secretary will work with the organization to find a judge and make sure that judge has not judged another sanction show within the current show season.
  - Event Secretary shall be responsible for creating class list, show flyer, hiring judge and all duties associated with hosting a club sanctioned show.
6. The Event Coordinator is to assist Event Secretary in coordinating personnel at each event hosted by the club.
  - To follow up at each event to ensure that each person knows and performs their duties.

7. The Public Relations officer is to announce all events hosted by the club by sending out e-mails containing promotional information, utilizing a mass e-mail list.
  - To maintain the club website.
  - To follow up after each event by providing photos and articles to various magazines and periodicals.
  - To coordinate with the Advertising and Marketing Officer for all ads and publications.
  - To promote the club by advertisement in periodicals, radio, websites or any type of public media available.

Section 6- Vacancies: When a vacancy on the officer team exists mid-term, the secretary must receive nominations for new members from present officer members two weeks in advance of an officer meeting. These nominations shall be sent out to officers with the regular officer meeting announcement, to be voted upon at the end of the next officer meeting. These vacancies will only be filled to the end of the particular officer member's term.

Section 7- Resignation, termination, and absences: Resignation from an officer must be in writing and received by the Secretary. An officer shall be terminated from their position due to excessive absences, more than two unexcused absences from officer meetings in a year. An officer may be removed for other reasons by a three-fourths vote of the remaining officers.

Section 8- Special Meetings: Special meetings of the officers shall be called upon the request of the President, or one-third of the officers. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

Section 9- No officer, individual, or committee shall render the Club liable for any amount of money exceeding the appropriation authorized by the Club. All checks must be signed by an Officer of the Club and Treasurer. The Treasurer shall know all monies spent and shall keep accurate and up-to-date books which will be open to the Club at any regular meetings. All monies spent must have approval by a Club vote at a regular scheduled meeting or my majority vote of officers. A receipt is required for any reimbursement.

#### **Article VI– Amendments**

Section 1- All propositions to alter or amend this Constitution and By-Laws shall be submitted in writing, each member receiving a copy of such proposed amendments, by mail, email or posted to the clubs web site, to be acted upon at the next regular meeting of the Club, which shall not be called under 30 days notice.

Section 2- Such amendments must be approved by a majority of all members present at that next regular meeting.

#### **Article VII– Miscellaneous**

Section 1- Club Equipment: Club equipment will be used only for Club functions or as voted on at the regular meeting.

#### **Article VIII– Order of Business**

1. The President shall call the meeting to order ten (10) minutes after appointed time if there is a quorum present. Should no quorum be present within thirty-five (35) minutes after appointed time, the governing body is not duty bound to wait longer.
2. In all meetings the following order of business should be observed:
  - a. Membership register tablet signed by membership
  - b. Reading of Minutes
  - c. Financial Report
  - d. Introduction of guests and admission of new members
  - e. Report of Committees
  - f. Unfinished business (Old)
  - g. New business
  - h. Correspondence
  - i. Program
  - j. Bills
  - k. Call meeting to close.