

# MORGAN SINGLE-FOOTING HORSE ASSOCIATION

## CONSTITUTION, BY LAWS AND STANDING RULES

### CONSTITUTION

The name of this association is the Morgan Single-Footing Horse Association (MSFHA).

### MISSION STATEMENT

MSFHA is a recognized service organization of the American Morgan Horse Association (AMHA). MSFHA takes the position of promoting all Morgan types and disciplines, with particular emphasis, and promotion of the inherent four beat gaits found within the present registry of the Morgan Breed. We are committed to research, education and promotion of these Morgan horses, due to their outstanding athletic abilities. We are fully affiliated with the AMHA as a service organization and serve our members as such.

The business year will run from Jan. 1 through Dec. 31 of each year. Membership year is for 12 months from the receipt of dues.

### BY LAWS

Article 1: Membership is open; any person may send an application and dues to the Sec/Treas. Membership will be for one year. Members must comply with and are accountable to the standards set forth in the American Morgan Horse Rules and Regulations, at all times. The AMHA Rules and Regulations will be the official guide for any issues addressed within MSFHA. The current Robert's Rules of Order will be the official guide for any MSFHA business.

Article 2: Membership fees will be set by the Officers and Advisors of the MSFHA. The fee will cover membership and a quarterly newsletter. Membership is set at a single rate; this entitles each family unit two votes maximum. Failure to pay membership dues, for two months after the due date, will terminate the membership, as well any conduct that is detrimental to the Association as determined by the Officers and Advisory board.

Article 3: There will be an Advisory board of no less than three and no more than six; these advisors will be appointed by the President of the Association for a term of two years. Appointments will be approved by the other Officers (majority). Any vacancy

will be filled by appointment, by the President, for the remainder of the term. Advisors will be considered to be front line liaisons. Their duty is to contact and communicate with members as to their needs; and to report back to the Officers and Association.

Article 4: The Officers will be: President, Vice President, and Secretary/Treasurer. The term of President and Vice President shall be no more than two consecutive terms. The office of Secretary/Treasurer shall have no term limit. Officers/Advisors may at their own discretion choose to step down after one year of service if approved by the remaining Officers/Advisors. The Officers and Advisory Board will at no time be members of the same family, blood relatives or have any legal partnership.

Article 5: The duties of the Officers are, not limited to:

President:

- A-Presides and chairs all meetings of the Association.
- B-Appoints Advisory Board Members. Appoints other ancillary positions (eg; Promotions/ Advertising Advisor) as needed.
- C-Handles day-to-day business of the Association.
- D-Provides an open communication for all members via the newsletter, phone, E-mail, or fax.

Vice President:

- A-Performs duties of President on an as needed basis.
- B-Handles day-to-day business as requested.

Secretary/Treasurer:

- A-Records and maintains all votes and proceedings.
- B-Maintains current membership roster.
- C-Handles day-to-day business (eg; letters of inquiry).
- D-Maintains books/finances of the Association.
- E-Has the authority to disburse funds in the name of F-the Association; will collect annual dues and other money in the name of the Association.
- G-Provides semi-annual financial statements to the membership
- H-Provides all books for the purpose of an independent audit as requested.
- I-Receives/forwards all mailings from AMHA.
- J-Acts as the official AMHA liaison.

- Article 6: Elections for Officers shall be bi-annually. Notice will be provided in the newsletter at least two months prior to the election (usually Sept/Oct.). The President shall appoint an Election Committee from the MSFHA Advisory Committee. The Ballots will be sent directly to the Election Committee who will verify that all Ballots received are from bona fide members in good standing; and the Committee will be responsible for tallying and counting the election ballots. Nominations may be made by 1- a volunteer nominating committee comprised of three general members; 2- as a write-in or 3- by any individual member in good standing. All nominees must be members in good standing of MSFHA and AMHA. Ballots will be mailed out with the newsletter. Any unsigned ballot will be discarded.
- Article 7: Formal meetings are not required of a service organization. The Officers and Advisors will communicate informally by mail, phone, fax, e-mail. From time to time, there could be meetings of the members. These meetings would be announced in advance. No official business or policy will be set, unless at least two of the Officers are present.
- Article 8: These Bylaws may be approved and/or amended by a majority vote of the member votes that are received by the MSFHA, provided that the membership is notified 30 days in advance.
- Article 9: In the event that a majority of the membership votes to dissolve the club, all funds will be held in escrow for a reasonable time until all financial affairs are in order; all remaining money and property will revert to the National Museum of the Morgan Horse.

## STANDING RULES

These rules are provided as a means of conducting day to day business of the assoc. These standing rules may be amended, revised, rescinded by a majority vote of the Officers and Advisory Board only.

Rule 1: Major business decisions over \$50 require a vote of the Officers.

Rule 2: Outgoing Officers and Advisors may be retained for 6 months, as Advisors, to enhance continuity.

Rule 3: Editorship of the newsletter is a separate function from any other position one

may hold in the Association; any statements, communication etc. from the Association, to be printed in the newsletter, will be approved by the Officers; it is paramount to maintain communication consistent with the goals of the Association.

Each issue of the newsletter will list Officers and Advisors of the Association, with addresses, phone numbers, e-mail addresses, fax numbers as appropriate.

Annually the newsletter will contain a list of current members with phone numbers and addresses to enhance networking and communication.

Each issue of the newsletter will contain a current sales list of member's sale horses, editorial, educational material and farm news as available. All members are urged to submit items to be included. The membership is encouraged to place ads in the newsletter to advertise their farm services.

Rule 4: All club records are open for inspection by any current member of MSFHA. You must request the record in writing and send it to the Sec./Treas.

Rule 5: Clarifications/minor revisions of this document will require Officer approval only; any change that alters the structure/function of the club will require a membership vote.

Minor clarification/revision 1/31/99; MSHA changed to MSFHA; Standing rule 1 revised to show that minor business decisions (disbursements of less than \$50.00 do not require a vote of Officers; major business decisions dealing with greater than \$50.00 require a majority vote of the Officers)

Article 9 added per September 1999 general meeting of the membership.

Standing Rule 5 added 1/31/99.

Corrections to text done 7/20/00; MSHA changed to MSFHA.

Revisions to Article 4, Article 6 and Article 8 approved at the MSFHA Annual Meeting September 29, 2007.

Approved: \_\_\_\_\_ Ken Thomas, President

\_\_\_\_\_ Mel Frandsen, Vice President

\_\_\_\_\_ Janet Hunter, Secretary/Treasurer

