

## Hoof Trimmers Association Bylaws

### Article I NAME

The name of this organization shall be Hoof Trimmers Association, Inc.

### Article II OBJECT

The objectives of the Association are to provide educational opportunities and mutual support for hoof trimmers and to promote quality hoof trimming.

### Article III MEMBERSHIP

**Section 1. Membership Eligibility:** Membership is open to any interested party.

**Section 2. Categories and Qualifications of Members:**

- a. The **active** membership of this Association shall include any person who pays the full membership dues. Hoof trimmers will sign up as active members. An active membership is valid for one person per fully paid dues and qualifies as one vote. Only active members in good standing are eligible to receive the member registration discount for the Hoof Health Conference. An active membership includes a subscription to the newsletter.
- b. Any person who endorses the purposes of the Association may be eligible for **associate membership**, (other industry personnel) but associate members may not vote, hold elected office and are not entitled to the member registration discount for the Hoof Health Conference. Associate members are eligible to participate in all other activities of the Association and will receive a subscription to the Association's newsletter.
- c. An introductory associate membership is available to first time, hoof-trimmer members. These members may not vote, hold elected office and are not entitled to the member registration discount for the Hoof Health Conference. After the introductory year, hoof trimmers will sign up as active members.
- d. Any company that wishes to endorse the purposes of the Association may be eligible for a **corporate membership**, but this membership will not include voting privileges or allow any corporate representative to hold an elected office. Corporate members may however, serve on special committees, but not as chairperson. The Executive Board shall determine the corporate membership program, its levels, benefits and dues.

**Section 3. Dues and Termination:**

- a. The dues of the Association shall be set by the Executive Board and shall be based upon the amount needed to offset the Association's expenses for newsletters and any other expenses involved in conducting the activities of the Association. In order to be a member in good standing of the Association, dues must be paid in full. Active members who are not in good standing shall not be eligible to vote or to hold an office.
- b. The dues of associate members shall be \$25.00 per year and will include a subscription to the Association's newsletter.
- c. Any member who has not paid his/her dues after sixty days' written notice from the Treasurer shall be terminated as a member; however, a member so terminated may be reinstated upon procedures adopted by the Executive Board.

### Article IV FINANCIAL

**Section 1. Fiscal Year:**

The fiscal year of the Association shall be from November 1 through October 31. The membership year of the Association shall be from November 1 through October 31.

## **Section 2. Meeting Expenses:**

The Association will be reimbursed for meeting expenses by those members who attend the meetings.

## **Section 3: Dissolution:**

~~In the event that the Association dissolves, any assets remaining in the Association's treasury shall be distributed to the current members in good standing.~~

## **Article V MEMBERSHIP MEETINGS, QUORUM AND ELECTIONS**

### **Section 1. Meetings:**

- a. A (regular) meeting of the Association members shall be held once every eighteen months, or as determined by the Executive Board or, at any Association meeting, by a majority vote of all members present who are eligible to vote, providing there are at least twenty percent of the members who are eligible to vote present. The Executive Board will select the time and place for the meeting. The agenda for the 18<sup>th</sup> month Association meeting shall include electing the Association officers and adopting the annual budget.
- b. Special meetings may be called by the President or by a majority vote of the Executive Board. Only those matters contained in the notice for such special meeting may be acted upon at that special meeting. At least 30 days' written notice shall be mailed to all active members for all meetings.

### **Section 2. Quorum:**

The quorum for Association meetings shall be twenty percent of the members who are eligible to vote. Proxies are not allowed for either the establishment of a quorum or for the transaction of the business of the Association.

### **Section 3. Elections:**

- a. The Assembly shall have the following powers and duties:
  - i. to adopt and amend standing rules, this constitution and the bylaws;
  - ii. to adopt an annual budget, prepared by the President and Treasurer and approved by the Executive Board;
  - iii. to elect officers, with open nominations and a secret ballot;
  - iv. to adopt statements of policy and take actions appropriate to the purposes of the Association;
  - v. to establish special committees that have been recommended for approval by the Executive Board; and
  - vi. to act as the final authority on all matters arising in this Association, for which authority has not been given to some other officer or governance body by this constitution or the bylaws.
- b. Members who wish to introduce any item of substantive business (other than floor amendments to main motions introduced by committees or other members) shall request the President to include the item of substantive business in the proposed agenda that is mailed to all members. Members must submit agenda items to the President 35 days before the meeting, in order to include them in the agenda. A member may also submit floor amendments in the same manner. If the President believes an item is out of order, and the matter cannot be reconciled before the notice is mailed to members, the item shall be included, but the President may add a notation that the Chair intends to rule the item out of order.
- c. Officers of the Association will be elected at the Association meeting held every 18<sup>th</sup> month.
  - i. Election to offices of the Executive Board shall be by written ballot, upon nomination by an active member at a meeting for which proper notice of nominations and elections has been given. Nominations may also be made to the Nominating Committee prior to the meeting. Only active members in good standing may make nominations.
  - ii. There shall be one nominating speech of no more than 3 minutes for each candidate and one acceptance speech of no more than 3 minutes by each candidate.

- iii. Only members whose names have been put in nomination and who have accepted the nomination in person or in writing and who are otherwise qualified to hold the office for which they seek election may be voted upon. Any votes for a candidate not nominated are void.
- iv. A majority vote shall be required for election. If no candidate has received a majority vote, runoff elections shall be held in accordance with procedures announced by the election committee to the assembly before the first election takes place. If no such procedures are announced, then the runoff election shall be held, and the runoff ballot shall list those unsuccessful candidates who, arranged in decreasing order of votes received, equal one more than the number of positions to be filled. If more candidates receive a majority than there are positions to be filled, then the majority vote candidates receiving the most votes, in that order, shall be elected.
- v. Election by acclamation will only be permissible when there is only one candidate for an office or position.

#### **Section 4. Resolutions**

Any active member in good standing shall have the privilege of submitting resolutions pertinent to the policy of the Association for consideration by the membership and/or the Executive Board. Proposed resolutions must have a mover and a seconder. Resolutions shall first be submitted to the Resolutions Committee, which will review and edit them for form and style before presenting resolutions to the Assembly and/or Board of Directors. Resolutions submitted to the Executive Board for consideration shall be adopted with a majority vote of the Board. Resolutions submitted for consideration by the membership at an Association meeting shall be adopted with a majority vote of those members eligible to vote who are present, providing there are at least twenty percent of the members eligible to vote present.

### **Article VI BOARD OF DIRECTORS AND OFFICERS**

#### **Section 1. Composition:**

The officers of this Association shall consist of a President, a President Elect, a Secretary, a Treasurer and a Director At Large. These officers shall constitute the Executive Board of the Association.

#### **Section 2. Powers:**

The Executive Board shall be the governing body of the Association except when meetings of the Association membership are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the Association not specifically provided for in this constitution or by action of the membership at an Association meeting shall be decided by the Executive Board.

#### **Section 3. Meetings:**

The Board shall convene, either in person, by mail, or by telephone, at the call of the President or of a majority of the members of the Board.

#### **Section 4. Vacancies:**

Vacancies in the Board shall be filled for the remainder of the unexpired term by vote of the Board, except that upon the occurrence of a vacancy in the office of the President, the President Elect shall first succeed to the office of President.

#### **Section 5. Eligibility:**

To be eligible for election to an office of the Association, a member must have been an active member in good standing for at least two years prior to the date of election and currently work as a hoof trimmer as his/her primary occupation, or must have worked as a hoof trimmer as his/her primary occupation for at least five years in the past.

#### **Section 6. Term and Limits:**

- a. The regular term of office for all Association officers shall commence at the end of the Association meeting at which they are elected and shall continue until the end of the next Association meeting when elections are held.

- b. An officer shall not serve more than three successive full terms.

**Section 7. Removal:**

The Executive Board may remove, only with a unanimous vote of the Board, any Board member not performing his or her duties as specified in the Hoof Trimmers Association, Inc. Bylaws Article II.

**Section 8. Compensation:**

Officers and committee members of the Association shall receive no compensation for their service, but shall be reimbursed for appropriate and necessary expenses incurred as approved by the Executive Board.

**Section 9: Duties of Officers:**

- a. The **President** shall preside at all meetings of the Association, act as chairperson of the Executive Board, prepare the proposed annual budget with the advice of the Treasurer for submission to the Executive Board for its approval, and supervise the activities of the Association staff within guidelines approved by the Executive Board.
- b. The **President Elect** shall serve on the Executive Board, assist the President in his/her duties as requested by the President, and perform all duties of the President in his/her absence or disability. In the event of resignation or other vacation of the office of President, the President Elect shall automatically succeed him/her in office. The President Elect shall fulfill the President position in the term following President Elect and therefore the person elected as President Elect will serve two consecutive terms on the Executive Board.
- c. The **Secretary** shall serve on the Executive Board, keep an accurate record of all meetings of the Assembly and the Executive Board, and shall prepare and submit minutes for approval, be the custodian of all the Association's official records and files and carry on the official correspondence of the Association except as the Executive Board may direct otherwise.
- d. The **Treasurer** shall serve on the Executive Board, receive dues of members, notify all members of expiration of dues, be custodian of all funds of the Association, make all purchases and transact all business authorized by the Executive Board or by the membership in accordance with approved policies of the Association, maintain a bank account in an insured bank in the name of the Association, maintain a set of books in a manner acceptable to the Executive Board, and make an annual report to the membership showing the current financial standing, the numbers of members and such pertinent information as he/she deems desirable or which is requested by the Executive Board, and prepare with the President a proposed annual budget. The Treasurer shall serve a minimum of two (2) consecutive terms.
- e. The **Director At Large** shall serve on the Executive Board and shall assist the other board members as needed and chair the regional representatives committee.

**Article VII COMMITTEES**

**Section 1. Standing Committees and Duties:**

There shall be six standing committees of the Association:

- 1. **Elections.** To oversee elections, count votes and report results.
- 2. **Bylaws and Rules.** Reviews and drafts proposed changes to the constitution and bylaws.
- 3. **Resolutions.** Receives proposed resolutions from individual members, edits them for form and style, and reports them to the assembly. The Resolutions Committee will report all submitted resolutions, even those that it recommends for rejection.
- 4. **Nominating.** Present a slate of nominees to the Assembly, verify eligibility of nominees from the floor. The Nominating Committee will prepare a slate of nominees for the Executive Board of one nominee per office. Nominating Committee members may not be included in the slate of nominees that the Committee presents, but after the Assembly approves the slate of nominees, Nominating Committee members may be nominated from the floor.
- 5. **Editorial.** To assist the newsletter editor with editorial content and advertising issues.

6. **Regional Representative.** To assist the Executive Board with special projects and tasks requiring member input, disseminate information to members, report members' concerns and ideas to the Executive Board and enhance member participation and communication in the Association. Note: This Regional Representative committee will serve at the Executive Board's leisure and meet as needed. Meetings of this Committee are not regional meetings of the members. The Regional Representative Committee will have five members, one representing each of the following areas: northeast, Midwest, south, west and Canada. The Director At Large will serve as one member of this committee and preside as chair of this committee.

**Section 2. Term of Office and Eligibility:**

- a. Each of the standing committees shall have three members serving 18-month terms, unless otherwise specified. One committee member must serve two 18-month terms to ensure continuity on the committee. The Assembly may approve such other special committees as are submitted to the Assembly for approval by the Board.
- b. Only active members in good standing may serve on standing committees. Active, associate and corporate members may serve on special committees.

**Section 3. Appointments:**

The President shall appoint all members of committees, with the advice and consent of the Executive Board, and shall serve ex officio on all committees. However, the Board will select the nominating committee, or the Assembly may elect the nominating committee. The President may not serve on the nominating committee. Whether a nominating committee is used, nominations shall be permitted from the floor.

**Article VIII            PARLIAMENTARY PROCEDURE**

The rules of parliamentary practice found in the latest edition of Cannon's Concise Guide to Rules of Order, shall govern the proceedings of the Association whenever those rules are not inconsistent with the constitution and bylaws of the Association.

**Article IX            AMENDMENTS**

**Section 1: Amendment voting without meeting and procedure:**

These bylaws may be amended, revised or otherwise changed by a two thirds vote of all votes received from the members eligible to vote. The proposed amendment must be submitted in writing to the Secretary who shall mail a copy together with a proper ballot to each member who is eligible to vote within thirty days after receipt of the amendment. Not less than fifteen days or more than thirty days shall be allowed for the return of ballots by the membership.

**Section 2: Amendment voting with meeting and procedure:**

These bylaws may also be amended, revised, or otherwise changed at any Association meeting by a two thirds vote of all members present who are eligible to vote, providing there are at least twenty percent of the members who are eligible to vote present.

1. Proposed amendments to these bylaws may be submitted by the Bylaws and Rules Committee, by the Executive Board, or by an active member in good standing. Amendments must have a mover and a seconder.
2. The Secretary shall make editorial changes as needed and shall contact the sponsor if substantive changes are necessary for the proposed amendment to be in proper order.
3. Amendments may be submitted any time, but no later than 45 days before the next Association meeting.
4. Unless otherwise provided for, the amendment shall take effect immediately upon adoption.

Revisions: 2000; 2005; Reformatted 2015.

Approved by the HTA Membership and Board of Directors