

DULUTH AREA HORSE TRAIL ALLIANCE BY-LAWS

Article 1: NAME AND MISSION STATEMENT

Section 1: Name: The name of the organization shall be Duluth Area Horse Trail Alliance (DAHTA).

Section 2: Mission statement: To educate the general public, develop and maintain, preserve and protect public lands and parks for equestrian use in and around the greater Duluth, MN area.

Article 2: MEMBERSHIP

Section 1: Membership: Shall be open to all individual/family memberships, who subscribe to the aims of the Alliance and assist with furthering the mission.

A: Family membership is considered a household with an adult and children under the age of eighteen (18) years of age.

Section 2: Dues: Membership dues shall be set by the Board and approved by the voting members.

Section 3: Good standing: Each member in good standing shall be eligible to cast one vote in the Alliance's elections. Good standing is considered dues paid in full. Voting members are eighteen (18) years of age and over.

Section 4: Transfer: memberships cannot be transferred.

Section 5: Membership year: Membership year will be from January 1 to December 31 of the same year.

Section 6: Membership termination: In the event that a member or board member has been documented as being detrimental to the welfare of the Alliance a grievance committee shall be formed. The grievance committee will consist of equal

numbers of board and general members to interview the member in question and present recommendations to the membership for a vote.

Article 3: MEETINGS

Section 1: General membership meeting: Regular meetings of the members shall be designated by the board and approved by the voting membership at the time and place designated by the board. Announcement of the general meeting will be announced two (2) weeks prior to the meeting via Facebook, e-mail and website.

Section 2: Annual meetings: An Annual Meeting of the members shall take place in the month of March, the specific date, time and location of which the meeting will be held, will be designated by the Board. At the Annual Meeting the voting members shall elect board members and receive annual reports on activities of the Alliance for the past and the coming year. The Annual Meeting will be posted the month prior to the date of the meeting via Facebook, e-mail and website.

Section 3: Special meetings: Special meetings may be called by the chair, the executive board or a simple majority of the board. Voting members may also request a special meeting by simple majority.

Section 4: Notice of special meetings: Notice of each meeting shall be given to each voting member via Facebook and e-mail.

Section 5: Quorum: The members present at any properly announced meeting shall constitute a quorum. A quorum will consist of the members present at any meeting.

Section 6: Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Absentee ballots are only available for use in the annual elections. Absentee ballots will be made available two (2) weeks in advance of annual elections via e-mail. Absentee ballots will be accepted as follows: E-Mail- ballots must be received by the secretary by 12:00 noon Central Standard Time (CST) the day of voting. Absentee ballots may be brought to

the annual meeting and given to the treasurer/secretary. The treasurer/secretary will accept the ballots at the start of the meeting. Regardless of delivery method of absentee ballots, the members in good standing, dues paid at least two (2) months in advance, must be signed and marked by the member as to how they wish to vote. Board elections are an exception; refer to Article 4: board members: Section 3 Board elections.

Article 4: Board Members

Section 1: Board role, size and compensation: The board is responsible to the Alliance. The board handles overall policy and delegates responsibility to the membership and committees. The board shall have up to nine (9) and not fewer than five (5) members. This includes four (4) executive members and up to five (5) additional general board members. Board members must be twenty-one (21) years of age or older.

Section 2: Board Meeting: The Board shall meet at least quarterly, at an agreed upon time and place.

Section 3: Board Elections: Elections of board members will occur as the first item of business at the annual meeting of the Alliance. Board members will be elected by a majority vote of the general membership. For a member to be eligible to vote at the annual meeting they must be a member in good standing for a minimum of 2 months prior to the elections.

Section 4: Terms: All board members shall serve a two (2) year term, but are eligible for re-election for an additional term.

Section 5: Quorum: A quorum must be attended by at least sixty (60) percent of the board members before business can be trans-acted or motions made or passed.

Section 6: Notice: An official board meeting will be announced via e-mail/phone within one week prior to that meeting.

Section 7: Executive Board: the executive board shall consist of chair, vice chair, secretary and treasurer. The current sitting board shall assign the executive board. The executive board shall manage and direct the business and affairs of the Alliance and is subject to the direction and control of the full board.

Section 8: Duties: Chair: the chair is responsible for the running of the meetings in accordance to Roberts Rules of Order, keeping and following the agenda.

Vice Chair: runs the meetings when the chair is absent.

Secretary: shall be responsible for keeping records of board actions, including overseeing the taking of minutes at board, general and special meetings, sending out announcements, distributing copies of minutes to each board member, assuring that Alliance records are maintained and for the collection of all absentee ballots for the annual meeting.

Treasurer: shall make a report at each general meeting. A printed copy will be available for members to view upon request. The treasurer shall maintain all accounts receivable and payable for the alliance, assist with any financial audit, chair the finance committee, assist in preparation of the budget, help develop fundraising plans, keep up to date on all financial issues and fillings and make all financial information available to board members and the general membership. A minimum of every three (3) years a financial audit will be done.

Section 9: Vacancies: When a vacancy occurs on the board, nominations may be submitted to the secretary by the general membership. Voting will take place at the next month's meeting. These vacancies will be filled only to the end of the vacant board members term.

Section 10: Resignation, termination and absences: Resignation from the board must be in writing and received by an officer. A board member shall be dropped for excess absences from the board if s/he has three (3) unexcused absences (noted in

meeting minutes) from board meetings in a year. A board member may be removed for other reasons by sixty (60) percent vote of the remaining board.

Section 11: Special meetings: Special meetings of the board shall be called upon a request of any board member. The Secretary shall send out notice of special meeting to each board member.

Article 5: Committees

Section 1: Committee formation: The board may create committees as needed. Each committee will assign a secretary to take minutes and these minutes will be forwarded to the executive board secretary no later than seven (7) days following the committee meeting.

Section 2: Committee duties: It is the responsibility of the committee to contact the DAHTA board before any major decision is acted upon. No member may serve on more than three (3) committees, including the board as one (1) committee. This does not exclude a person from participating in other committee activities. No correspondence may be sent using DAHTA's name without board approval.

Section 3: Expenses: All expenses must be approved by the board. If reimbursement is expected a valid receipt must be presented to the board.

Article 6: Director and Staff

Section 1: Hiring: The board may hire an executive director who will have the day-to-day responsibility for the Alliance, including carrying out the Alliance's goals and policies. The executive director will attend all board meetings, report on the progress of the Alliance answer questions of the board members, and carry out the duties described in the job description. The board may designate other duties and hire other staff as necessary.

Article 7: Amendments

Section 1: Articles of Incorporation and by-laws: Articles of Incorporation and by-laws may be amended when necessary by a quorum of the general membership. Proposed amendments must be submitted to the secretary and sent out with regular membership announcements.

Article 8: Dissolution

Section 1: Dissolution of the Alliance: Upon dissolution of the Alliance, the board members shall make provision for the payment of all liabilities and dispersal of remaining assets to be decided by the board and general membership.

Revised and approved by the general membership of the Duluth Area Horse Trail Alliance on September 12, 2016.