

CONSTITUTION AND BY-LAWS OF
THE FLORIDA WHIPS

Last Amended 5/9/04

ARTICLE I

NAME AND OBJECTIVES

SECTION I The name of the club shall be THE FLORIDA WHIPS. The Florida Whips is a not-for-profit organization.

SECTION II The club shall not be conducted or operated for profit nor for the special benefit of any member or groups of members.

SECTION III The objectives of THE FLORIDA WHIPS shall be to promote all aspects of equine harness driving by:

- encouraging good will in the equine driving world
- emphasizing safety in pleasure shows, cross country, clinics, trail driving, etc.
- educating, training, and certification in all aspects of carriage driving..

BY-LAWS

ARTICLE I

MEMBERS

SECTION I All persons, families, and organizations interested in, and willing to support, the objectives of the Club are invited to become members of THE FLORIDA WHIPS.

SECTION II Membership and Dues:

(A).Categories: There are four categories of membership:

- 1.Individual
- 2.Family:direct family members living in a single household.
- 3.Business and/or corporate:one designated member from the corporation and/or business will have membership privileges
- 4.Reciprocal:with other organizations.No dues to be paid, but newsletters exchanged.

(B)Election to membership on submission of an appropriate application form is automatic subject to payment of annual dues, excluding Reciprocal Membership.Termination of membership will occur as a result of voluntary resignation, non-payment of dues for more than 30 daysafter becoming due, or by expulsion for due cause by a 2\3 vote of the Board of Directors, to include cruelty, unbecoming behavior and failure to observe safety rules.

(C).Dues are payable on or before September 1st and payment of such is a requisite for the right to vote, hold office, serve on committees and for retention of membership.Membership will be terminated if not paid within 30 days.

ARTICLE II

MEETINGS AND VOTING

- SECTION I Club Year:The Club's fiscal year shall begin on the first-day of July and end on the last day of June.The Club's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.
- SECTION II The annual meeting shall be held in the month of May or June at which Officers for the ensuing term shall be elected by secret ballot.This annual meeting will be deemed one of the two required general membership meetings.The Officers shall take office immediately following the annual meeting and each retiring officer shall turn over to his successor all properties and records relating to that office.Each officer shall be responsible for keeping a written detailed job description on the board's website and keep instructions for incoming officer concerning that office on the website.
- SECTION III A minimum of two (2) regular general membership meetings shall be held annually at such times and dates as agreed upon by a majority vote of the Board of Directors at its annual planning meeting in August of each year.Publication of dates of these meetings and all general and regional activities in the monthly newsletter, *View from Behind the Dash*, shall be deemed adequate advance notice.

may be called by the President with concurrence of two-thirds of the Board of Directors or may be called by written request to the President signed by 30% of the membership.All special membership meetings times and sites must be noticed in writing to all members at least 20 days prior to the time scheduled for the meeting.The special membership meetings notice shall contain the reasons for same and a planned agenda.

SECTION V Regional planning meetings shall be called by each regional vice president no later than the end of the first week in August and notice of which to the members of the region being by mail or phone at least 14 days prior to the meeting.Meetings should be planned so that the state vice-president may attend.

SECTION VI Directors Meetings:All meetings of the Board of Directors must be noticed in writing to each Director at least 14 days prior to the meeting unless such notice is specifically waived by each Director.

The Annual Planning Meeting will be held by August 17th of each year.Emergency meetings may be called by the President to the Board of Directors on-line group.Emergency meetings may be called by the President or by 50% of the Directors.

SECTION VII Voting:Each membership, i.e., individual, family or business/corporate, is entitled to one vote at all meetings.

Determinate voting on issues before the membership requires affirmation by at least 51% of the votes cast, including written proxies and/or ballots from absentees.Voting for officers will be made by secret ballot, except when only one candidate is nominated.

Determinate voting at Board meetings is by 51% of all the Directors.

ARTICLE III

DIRECTORS AND OFFICERS

SECTION I The Board of Directors shall consist of the Club President, Vice President, Secretary, Treasurer, Regional Directors and Membership Chairman.Non-voting ex-officio members shall be, but not limited to, Newsletter Editor, Web Master, and Education Chairman..

A.Terms of Office - All Officers and Directors shall be elected for two-year terms.All members of the Board may be reelected to succeed themselves one time only, and may be reelected to the same office after a two year hiatus.Partial terms shall not be included in

term limits. All members may be elected to another position on the Board at the expiration of their normal term of office.

B. Vacancies on the Board

1. Should the office of President become vacant the Vice President shall assume the duties and office of the President until a special election can be called to elect a President.
2. Should the office of Vice President become vacant the board will appoint a regional director to assume the duties until an election can be held.
3. Should the office of Secretary or Treasurer become vacant, the Board of Directors will appoint a successor who will serve the remainder of the term.
4. Should the office of Regional Director become vacant, the members of the Board will appoint a replacement at its next meeting to serve until the end of the term. The Alternate shall assume the position until the Board can convene.

C. Election of Officers

1. The President, Vice President, Secretary, Treasurer, and Membership Chair shall be elected by the membership, at the annual meeting, the President and Vice-President in even years, the Secretary, Treasurer and Membership Chair in odd years
2. The Regional Director shall be elected by a majority of the members of the region present, including written proxies and/or ballots, prior to the annual planning meeting of the region and the board of directors as follows: the northern and southern regions in odd years, and the southwest, eastern and panhandle regions in even years.
3. The Regional Alternate shall be elected at the regional planning meeting on the same schedule as the Director.

D. Duties of the Board of Directors - The Board is entrusted with the general management of the club's affairs and is required to meet at the call of the President. Absence from three consecutive meetings is cause for automatic removal from office.

1. Officer Removal from Office: Officers of the club may be removed from office by a majority vote of the membership at a general meeting or by a 75% vote of the Directors at any of their meetings. In addition, a Regional Vice President may be removed from office by a majority vote of the regional membership. Grounds for removal from office include malfeasance, misfeasance, absenteeism, or for actions bringing discredit or harm to the Club.

E. Duties of the President: -The President shall preside at all meetings of the Club and of the Board of Directors, and shall have the duties and powers normally assigned to the office of President in addition to those particularly specified in this document, or designated by the Board of Directors.

F. Duties of the Vice President: The Vice President or appointed representative shall attend all regional planning meetings. In addition, the Vice President shall have the powers and exercise the duties of the President in case of the President's absence, incapacity or death. The Vice President shall also serve as coordinator of the Club's statewide drives, and is in charge of the calendar.

G. Duties of the Secretary: oversees the legal affairs of the Club. This officer sends out appropriate notices of all meetings, keeps a record of all general meetings of the Club and all meetings of the Board of Directors, to include minutes of the proceedings and a record of attendees. This officer keeps a roster of the membership, a record of applications for membership and the liability release forms and works closely with the membership chairman. The secretary shall also maintain a formal [List of Policies](#) adopted by the members and the board at formally called general membership or board meetings.

H. Duties of the Treasurer: the Treasurer is responsible for the financial affairs of the organization. This officer establishes bank accounts, deposits all funds received, disburses funds as required and maintains books accurately showing the financial activity and status of the Club. The books shall be available for inspection by the Board and the Audit Committee. The Treasurer will make whatever reporting is required by law regarding the Club's financial affairs and is authorized to employ legal and auditing expertise to accomplish same. The Treasurer will submit a written financial report to the membership at the annual meeting and shall submit a written report for publishing in the newsletter..

I. Duties of the Membership Chairman shall be to maintain a complete list of members, work closely with the secretary, send out dues notices, and provide mailing lists.

J. Duties of the Regional Directors: The Regional Directors shall be responsible for calling the annual regional planning meetings to plan a calendar of activities for the year and to hold the biannual election of the regional vice-president. They shall also keep the editor of the newsletter, *View from Behind the Dash*, and the Vice-President informed as to the calendar of regional activities, any changes in the calendar and reports on those activities. They shall also coordinate with local newspapers, etc. for public relations purposes. The Regional Directors (or Alternates) should attend all functions in their region.

K. Duties of the Regional Alternate shall be to attend events and meetings when the Regional Director cannot, including Board meetings, and will have voting powers when the Director is not in attendance. The Alternate shall also keep the minutes of regional meetings.

ARTICLE IV

COMMITTEES

SECTION I All committees shall be defined and the chairperson shall be appointed by the Board of Directors . The committee membership may vary from one upwards. Its functions and authorities will be shown in the Board minutes that created the committee. The President is an Ex-Officio member of all committees with the exception of the Nominating Committee on which the President does not serve.

SECTION II Permanent Committees are:

A. Nominating Committee. Consists of two directors and three members and nominates candidates to serve as Directors and Officers. The affairs of this committee are to be kept secret.

B. Audit Committee. Consists of the President, one director and one non-Director member and reviews the books and financial affairs of the organization.

C. Education Committee. The Board of Directors shall appoint the Chairperson, and the Chairperson shall appoint the members.

D. Membership Committee. The Membership Chairman shall appoint the members. The Committee shall be responsible for distribution of educational material to new members, providing membership forms and performing membership recruitment.

E. Bylaw and Policy Committee. The Board of Directors shall appoint the Chairperson . The committee shall review the Bylaws and [List of Policies](#) each year before the annual meeting and make recommendations to the membership and the board at the annual meeting.

ARTICLE V

REGIONS

- SECTION I **Regions:**The club will be subdivided geographically into three or more regions.The regions will be named and delineated by the Board of Directors and each will have an elected Regional Director.
- A. Members residing on or near the borders between regions may be assigned to the adjacent region at their request-
- B.Members may participate in all activities (other than voting) of all other regions.

ARTICLE VI
AMENDMENTS

- SECTION I The By-Laws of this club or any portion thereof, may be altered, amended, or rescinded by a 2/3 percent vote (including written proxies) of the entire membership at duly authorized and noticed meetings.The membership will be given written notice of the changes being considered and an appropriate proxy ballot will be furnished by mail or via publication in the club's newsletter at least 10 days prior to the meeting that By-Laws changes are being considered or requested.
- SECTION II Revoking Prior By-Laws: Any and all prior By-Laws of this club in force and effect at the time of the adoption of these By-Laws are expressly revoked, rescinded and annulled.

ARTICLE VII
DISSOLUTION

- SECTION I The club may be dissolved at any time by the written consent of not less than 2\3 of the members.In the event of the dissolution of the club, whether voluntary or involuntary or by operation of law, none of the property of the club, nor any proceeds thereof, nor any assets of the club shall be distributed to any members of the club, but after payment of the debts of the club, it's properties and assets shall be given to a charitable organization for the benefit of horses selected by the Board of Directors.

ARTICLE VIII

ORDER OF BUSINESS

- SECTION I All meetings shall be conducted under Robert's Rules of Order, Revised, except in cases where they do not apply or are not consistent with these By-Laws.
- SECTION II At meetings of the club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:
- Roll Call
 - Minutes of Last Meeting
 - Report of President
 - Report of Vice President
 - Report of Secretary
 - Report of Treasurer
 - Report of Committees
 - Election on Officers (at Annual Meeting)
 - Unfinished Business
 - New Business
 - Adjournment

- SECTION IIIAt meetings of the Board of directors, the order of business, unless directed by a majority vote of those present, shall follow the order as specified in Section II of this Article.