

# AZWEC



# BYLAWS

January 2024

# **AZWEC**

## **BYLAWS**

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**Appendix 1 – Dues 2024**

# **AZWEC**

## **BYLAWS**

### **1. NAME**

AZWEC is a non-profit organization and the name of the club shall be: AZWEC.

### **2. MISSION STATEMENT**

AZWEC shall be non-partisan. It shall promote its objectives and organize its operating structures and activities without distinction as to race, language or religion. Any revenue shall be used to promote its objectives.

### **3. OBJECTIVES**

- a) To educate riders in Arizona and Southwest about Working Equitation.
- b) To promote Working Equitation in Arizona and the Southwest
- c) To organize Working Equitation competitions in Arizona and the Southwest
- d) To provide Members with opportunities to develop horsemanship skills.
- e) To develop the Club's Community of good sportsmanship, camaraderie and celebration of success in the sport

### **4. MEMBERSHIP**

Membership shall be open to all who subscribe to the aims and objectives of the organization and with the payment of appropriate dues.

Membership categories include: Individual, Family and Youth

Membership renewal is on the anniversary of joining the organization.

To remain in good standing a Member's dues must be current.

## **5. DUES**

Annual dues shall be:

### **a) Individual Membership**

Dues are payable on acceptance of membership and renewable on the anniversary of joining the Club. Dues are delinquent 30 days after renewal date, and membership shall be forfeited if dues are not paid by 60 days. The dues may be raised by order of the Board.

### **b) Family Membership**

Family Membership applies to two or more riders resident at the same address. Dues are payable on acceptance of membership and renewable on the anniversary of joining the Club. Dues are delinquent 30 days after renewal date, and membership shall be forfeited if dues are not paid by 60 days. The dues may be raised by order of the Board.

### **c) Youth Membership**

Youth Members are riders under the age of 18 on the day of application for membership. Dues are payable on acceptance of membership and renewable on the anniversary of joining the Club. Dues are delinquent 30 days after renewal date, and membership shall be forfeited if dues are not paid by 60 days. The dues may be raised by order of the Board.

For current annual dues, refer to Appendix 1

## **6. FISCAL YEAR**

The fiscal year of AZWEC is 1<sup>st</sup> January through December 31<sup>st</sup>.

## **7. BOARD OF DIRECTORS**

The Board of Directors of the Club shall be: President, President Elect, Past President, Secretary, Treasurer, and Marketing/Communication Chair. On a majority vote of the Board, the composition of Board of Directors may be changed.

Board of Directors shall take office on 1<sup>st</sup> December and shall serve a term of one or two years.

Board of Directors are eligible for re-election.

Any Board of Directors can call for a Meeting of the Board.

In the event of death, resignation or incapacity of a Board Director, the President will nominate a member to serve out the remaining term.

Only Board Directors have the right to propose a Motion, second a Motion and vote on a motion. A quorum of 3 Directors is required for a meeting or to vote on a motion.

## **8. DUTIES OF BOARD MEMBERS**

### **a) President:**

- be the chief executive officer
- preside at all meetings
- serve as ex-officio member of all committees, except the Nominating Committee
- authorize all expenditures
- give all the records to the next President at the end of the term

### **b) President Elect:**

- perform the duties of the President in his/her absence
- become the President for the unexpired terms in case of death, resignation or incapacity of the President.
- serve as Chair of the Show Committee, and Nominating Committee
- give all the records to the next President Elect at the end of the term

### **c) Past President:**

- serves as advisor to the Board
- Work with Education Officer to develop and deliver an Education Program for Members and/or Prospective Members

### **d) Treasurer:**

- have charge of all the monies of the Club and report thereon at all meetings
- collect dues from the members
- in charge of Membership Officer
- work with the Membership Officer to maintain accurate database of current members
- pay all bills promptly upon authorization
- keep a permanent record of all receipts and expenditures
- prepare and file all returns and annual reports as required by law and the Club
- perform such duties as may be assigned by the President or Board
- ensure that an annual review is conducted and provided to members
- give all records to the next Treasurer at the end of his/her term

- Treasurer is a 2 year term position

**e) Secretary:**

- takes and records accurate minutes of the proceedings at all meetings of the Board
- is responsible for preserving a copy of all records and letters of value to the Club.
- organizes monthly Board meetings, distributes meeting invitations and accepts apologies for absence
- conducts all the correspondence of the Club with the President
- performs such duties as may be assigned by the President or the Board
- give all records to the next Secretary at the end of his/her term.
- In charge of Documentation Officer
- Secretary is a one year term

**f) Marketing/Communications Chair**

- responsible for marketing activities and communications with members and the public
- in charge of Webmaster, Newsletter Editor and Social Media Officer
- ensures website is up to date and operational via Webmaster
- ensures Newsletter is written and distributed on a timely basis via Newsletter Editor
- responsible for Social Media messaging to grow the Club, keep members informed and promote our activities, via Social Media Officer
- Marketing/Communications Chair is a one year term

## **9. STANDING COMMITTEES**

The Club Committees work under the direction of the Board of Directors and include: Show Committee, Nominations Committee, Education Committee, Documentation Committee, Membership Committee, Marketing/Communications Committee. By a majority vote of the Board, the Club Committees may be changed. Terms for Standing Committee Positions are 1 year.

## **10. DUTIES OF STANDING COMMITTEE MEMBERS**

**a) Show Committee**

- organize the annual schedule for Schooling and Rated Shows and any year End Finals
- ensure Show Managers are aware of their duties and responsibilities
- ensure Show Managers know about insurance via AZWEC
- compute points for Year End Awards
- purchase year end awards
- arrange Awards event

**b) Education Committee**

- Develop and deliver an education program for our Members and/or prospective Members
- Arrange Speakers for educational events
- Set up Zoom or physical locations to deliver events

**c) Documentation Committee**

- Draft any new documentation required for changes to bylaws or Policies and Procedures Manual
- Keep policies and procedures manual up to date

**d) Membership Committee**

- Maintain membership records
- Ensure memberships are paid when due
- Work with Marketing/Communications Committee to increase membership

**e) Marketing/Communications Committee**

- Includes Webmaster, Social Media Officer and Newsletter Editor
- Maintain website, ensuring information is up to date, complete and operational
- Responsible for communicating with members and the public via Social media to keep them informed, promote the Club, and increase membership
- Design and distribute quarterly newsletter

**f) Nominating Committee**

- Conduct annual nominations for Board positions
- Collect nominations for positions, request statements from the candidates, collect and count votes

## **11.NOMINATIONS**

- a) The Nominating Committee shall be composed of the Nominating Officer, plus up to two assistants, as required.
- b) Service on the Nominating Committee shall be for a period of one year or until completion of the election.
- c) All members who are in good standing shall be eligible for office.
- d) The Nominations process will commence by 15<sup>th</sup> October each year.

## **12. ELECTIONS**

- a) A majority of the votes cast for a particular position shall constitute an election

- b) If there is only one candidate for a position, they are duly elected.

### **13. MEETINGS**

- a) Regular Meetings shall be held on dates decided by The Board of Directors
- b) Special Meetings shall be held at the call of the majority of the Board.
- c) Annual General Meeting shall be held once a year, on a date decided by The Board of Directors. All Members shall be invited to the Annual General Meeting.
- d) Meeting may be held via conference call, electronic communications or in person.

### **14. AMENDMENTS**

- a) Amendments to these Bylaws may be proposed by any Board Member.
- b) The Bylaws may be amended by a simple majority of those eligible to vote.
- c) Adoption of these Bylaws shall be by a simple majority of those eligible to vote.

### **15. DISSOLUTION**

The corporation may be dissolved at any time in accordance with the provisions of Arizona law then in effect. The dissolution of the corporation shall be accomplished consistent with the intent that the assets be held and used for the corporation's stated purposes. All assets of the corporation shall be dedicated to the exempt purposes for which the corporation is organized as described in Section 501(c)(7) of the Code. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(7) of the Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. In no event shall the assets be distributed to any director or officer of the corporation or any private individual.



## **APPENDIX 1**

### **DUES**

Dues for renewals in 2024 are:

**Individual:**        \$30.00

**Family:**            \$50.00

**Youth:**              \$20.00