



THE TRI-COUNTY TRAIL ASSOCIATION INC.
CONSTITUTION AND BY-LAWS

(Adopted February 12, 2015)

ARTICLE I

NAME:

The name of the organization is "Tri-County Trail Association, Inc.", also known as Tri-Co.

ARTICLE II

PURPOSE:

To create, stimulate, and promote interest in horsemanship and horseback riding as a recreational activity, and to encourage the training and care of horses.

To further trail riding and hiking through co-operation with other organizations.

To develop and maintain a system of trails for horseback riding.

To obtain the stated goals without personal gain or profit to any officer, Trustee, or member.

ARTICLE III

MEMBERSHIP:

The Association is open to all persons of good character who have a sincere interest in the promotion of horses and agree to be bound by the Constitution and By-Laws of the Association.

Any person having turned 18 years of age and has been a member through a parent's family membership, is required to continue this membership on the basis of a new single membership. If this person's membership is a departure from an existing family membership, no initiation fee is required (Renewal membership).

Any person under 18 years of age whose parent/guardian does not belong to the club shall be considered for membership only after the club has received the written consent from his/her parent/guardian.

Any person 17 and under that is in a current family membership with his/her parent/guardian shall not pay for any of the events that are held/ran by Tri-Co to encourage family participation.

RULES OF DISCIPLINE:

When a member has been found in violation of a club By-Law or Rule the following steps of discipline will be followed:

Exceptions: Any member caught committing theft, or knowingly breaking the laws of Ohio, or found to have committed a major infraction of Tri-Co and the law of the land, or intentionally harm any club members or the club itself can be dismissed from the club with a 2/3 member vote without following the Rules of Discipline below.

Other infractions will be handled as follows:

1st Offense: Verbal warning from the Board of Directors

2nd Offense: Written warning; when a member is given a written warning, they are automatically on probation from the Board of Directors.

3rd Offense: Suspension; when a member is under suspension, they cannot attend any events and all campground privileges are suspended.

A) If no other rules or regulations have been broken the disciplinary actions will be removed from the member's file after (one) 1 year and the member will again be a member in good standing.

B) If more rules are broken during the suspension period, the Board of Directors will recommend to the body that a secret ballot vote be taken to determine if the member shall lose his or her membership.

4th Offense: Membership will be revoked.

INITIATION FEES & DUES:

- 1) The initiation fee shall be \$5.00 payable (1) one time only for new members.
- 2) Dues for membership shall be \$25.00 for the individuals and \$30.00 per year for families. Family membership includes spouse and children up to and including the age of 17.
- 3) All memberships terminate on December 31st of each year. Dues for each year are due and payable October through December 31. Membership not renewed by the regular January meeting shall lose membership privileges until payment of dues has been made. Privileges being defined as voting and discounts on Tickets given to members for various functions.

PROCEDURE FOR AWARDING LIFE MEMBERSHIP:

- 1) Eligibility: Twenty (20) consecutive years of membership in Tri-County Trail Association. Participation in Association activities during the membership period must have been above and beyond what is expected of any average member. (An Average member being one who pays dues and attends meetings.)
- 2) No more than two (2) Life Memberships may be awarded in any calendar year.
- 3) Any nominations for a life membership in the Tri-County Trail Association must be made to the board, in writing prior to the October board meeting, listing the nominated individuals' qualifications for a life membership.
- 4) The Board will review the nominated individual's qualifications and if requirements are met, the body will decide the awarding of the life membership, by secret ballot, at the December meeting.

TRI-CO SCHOLARSHIP FUND:

Any member in good standing that will be furthering their education after high school is welcome to enter in our scholarship awards. Member can be of any age and entering or attending any type of schooling.

We hand out one scholarship every year, a total of \$500. The scholarship fund can be used on school tuition or books.

Applicants need to write a letter to Tri-Co stating what they are doing in school, their future plans, and why we should award them the scholarship.

Letter must be postmarked by December 31st of each year. At the January board meeting the Board will vote on the winner(s). The winner(s) will be announced at the Awards Banquet held in February or March. The winner does not need to be present to be awarded.

Award winners, once you have a bill from your school or for your books for the classes, will be reimbursed for what you already paid, up to the awarded amount. See the Treasurer at this time.

ARTICLE IV

MEETINGS:

Regular meetings shall be held on the first Sunday of each month at the place designated.

If this meeting falls on a holiday weekend, the meeting will be postponed until the following Sunday. Meetings will begin at 6:00pm Eastern Standard Time.

Roll call of Officers and Trustees shall be taken at all meetings.

Board of Trustees' meetings shall be held during the week preceding the regular meeting. Time and place of meeting will be decided by the president or by at least (4) members of the Trustees.

Special Meetings of the Board of Trustees may be called by the President or by at least four (4) members of the Trustees.

ARTICLE V

OFFICERS:

All elected officers of this Association shall be: Board of Trustees, President, Vice President, Recording Secretary, Treasurer, Trail Supervisor, and Editor.

The term of office shall be one year, commencing January 1. An officer must be a member in good standing for a minimum of 12 months preceding this election to office. In exception, Board of Trustees shall have a term of 3 years and held to the same standards.

An officer is required to attend regular and board meeting. An officer absent from three (3) meetings either regular or board, without just cause, during the term of office, shall forfeit all rights and privileges of that office.

A Trustee absent from nine (9) meetings either board or regular, without just cause, during this term of office shall forfeit all rights and privileges of this office.

Just cause being defined as: illness, death of a family member or an unexpected temporary change of work schedule.

Nominations for and the elections to the vacated office of another eligible member shall take place at the next regular meeting of the Association.

SECTION I: PRESIDENT

The President shall attend all regular and board meetings.

The President shall preside over all meetings; perform all duties incident to such office, and such other and further duties as may from time to time be required of the President by the members or The Board. The President shall act as or appoint a chairperson for all committees and the Board of Trustees. The President shall see that all committees function properly and that all officers perform their duties as prescribed by the Constitution and By-Laws

The President shall appoint all committees and cast a ballot in case of membership tie vote, with the exclusion of election.

The President and Treasurer must sign all checks drawn on the Club's Funds.

SECTION II: VICE-PRESIDENT

The Vice-President shall attend all regular and board meetings.

The Vice-President shall perform all the duties of the President in case of latter absence or disability.

SECTION III: RECORDING SECRETARY

The recording secretary shall attend all regular and board meetings.

The recording secretary shall give all notices required by public law and all notices required by the Constitution and By-Laws of the Association and answer any correspondence necessary.

The recording secretary shall keep an accurate record of all transactions of the members and trustees. The secretary shall keep a proper book and record of all the Association affairs, issue and attest all certificates of membership, and at the expiration of the Secretary's term of office, the Recording Secretary shall deliver all books, papers and records of property of the Association to their Successor.

The Recording Secretary, at all meetings, shall take roll call of Officers and Trustees, and read minutes of the preceding regular and board meeting and record the minutes of the meeting in progress.

The Recording Secretary shall record and attest to all amendments of the Constitution and By-Laws adopted by the membership, and all motions adopted by the membership and shall make such amendments a part of the Association records.

The Recording Secretary shall send a card to any member that has been admitted to the hospital, has had a direct family member pass away, or to the member's family if they have passed away.

SECTION IV: CORRESPONDING SECRETARY

Repealed November 1994--Duties incorporated into Recording Secretary's Duties.

SECTION V: TREASURER

The Treasurer shall attend all regular and Board Meetings.

The Treasurer shall receive and safely keep all monies and financial records of the Association and the same shall be disbursed under the direction of and to the satisfaction of the Board of Trustees. Proper vouchers shall be taken for all disbursements.

It shall be the Treasurer's duty to keep a proper and accurate record of the finances of the Association and all books shall be open for inspection and examination by the Board of Trustees or any committee of members appointed for that purpose. A reporting of receipt, disbursements and correct balance shall be read at each meeting, and books shall be submitted for audit each June and December to the Board of Trustees.

All records must be put accurately into Quickbooks and accounts reconciled by the Trustees at each Board Meeting. Random audits can be done at the discretion of the Trustees. All records and bookkeeping must be submitted to CPA that is listed in records each January, no later than January 31st each year.

The Treasurer shall be bonded when so voted by the membership.

The President and treasurer must sign all checks drawn on the Club's Funds.

The petty cash fund should not exceed \$50.00.

SECTION VI: TRAIL SUPERVISOR

The Trail Supervisor shall attend all Regular and Board Meetings

The Trail Supervisor shall be in charge of all Association trails. This person shall be responsible for maintenance and marking of all trails. This person shall be provided with monies as determined by the membership to purchase the necessary materials to carry out these duties.

Small and localized changes in trail alignment shall be made at the Trail Supervisor's discretion. Changes in trail alignment requiring remarking shall have the approval of the Board before the change is made, except where the safety or welfare of the membership is imperiled, in which case the Trail Supervisor shall be authorized to make the change immediately. Any change of this emergency nature shall be presented to the Board of Trustees for approval at the next Board Meeting.

The Trail Supervisor may request the assistance of the membership in carrying out these duties.

SECTION VII: EDITOR

The Editor shall attend all Regular and Board Meetings.

The Editor shall be in charge of writing, publishing and distributing the Trailways on a monthly basis.

BOARD OF TRUSTEES:

The Trustees shall attend all Board and Regular Meetings. The Board of Trustees shall consist of seven (7) members; six (6) of whom are elected by the membership and one (1) who shall be the Junior Past President.

The term of office shall be three (3) years, commencing on January 1st. Two (2) new Board Members will be elected each year into the office.

A Trustee must be a member in good standing for a minimum of twelve (12) months preceding the election to the Board. The Trustees may succeed themselves.

No Trustee shall have authority to enter into a contract involving the expenditures of monies, unless the Association shall have first given approval.

The Board shall present to the Association for approval proposed activities and may call upon the membership for assistance.

The Board shall strictly enforce all rules governing Association activities and the conduct of members at said activities, as adopted by the Association.

The Board shall audit the Treasurer's books each June and December, along with reconciling the checkbook each month. Trustees also have the right to do the random audits at the meetings.

ARTICLE VI

ELECTIONS:

The membership shall appoint a nomination committee consisting of not less than three (3) members at the October meeting. The nominating committee shall contact each and every member of the Association, 18 years of age and older, in private, inquiring as to whether that member is receptive to being nominated for an office of the Association for the following year. The committee shall compile a list of all persons interested in holding an office, in alphabetical order, for each office, and shall present such list of nominees to the membership in the November meeting.

Nominations for any elective office may be made from the floor during the November and the December meeting prior to the casting of ballots for the respective office.

All members 18 years of age and older, shall be eligible for elective offices, but no member shall be elected to more than one (1) office. During the contacting of members by nominating committee, no committee member may divulge the name of any other member contacted or divulge the name of any member who has accepted a nomination for any office.

A member must be the age of 16 years or over to be eligible to vote on the election of officers and also, on any business of the Association being decided upon. All persons must be a member of good standing for the minimum of six (6) months to obtain any voting privileges in the Association.

ARTICLE VII

AMENDMENTS:

The Constitution and By-Laws may be amended by the affirmative vote of no less than 2/3 of the members present at any meeting after being published in the "Trailways" for two (2) consecutive months.

ARTICLE VIII

QUORUM:

A quorum shall consist of six (6) percent of the voting membership.

ARTICLE IX

ORDER OF BUSINESS:

The order of Business at all regular and special meetings can use the "Roberts Rules of Order" as a reference as needed, but not bases solely upon.