



Constitution Dhahran Arabian Horse Association 2017

Constitution of Dhahran Arabian Horse Association

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DHAHRAN ARABIAN HORSE ASSOCIATION CONSTITUTION (November 2017)

1 NAME

The name of this organization shall be the 'Dhahran Arabian Horse Association', hereinafter referred to as DAHA.

2 PURPOSE AND LIABILITY

The purpose of this organization is to operate facilities (hereinafter referred to as the 'Stables') on a non-profit basis for the stabling and care of horses, to promote interest in horses and horsemanship, and to foster good fellowship among members.

Neither DAHA, its contractors, its contractors' employees, nor Saudi Aramco, shall be liable for any injury to any member or guest, or for the loss of or damage to any property, including horses, of any member or guest of any member.

3 MEMBERSHIP

Membership of DAHA is required to stable a horse at DAHA, to apply for a permanent stall, to obtain riding privileges on any member's horse, or to take lessons from an instructor. (Lessons for non-members must be approved by the Board.) Membership is encouraged for individuals who regularly use the Stables, horses or facilities as a guest of a member.

3.1 Eligibility

Membership is open to all 11+ Saudi Aramco employees and/or dependents who are eligible to use family camp recreation facilities and have an assigned personal Dhahran P.O. Box number, whether or not they live in the camp, and to all residents of Dhahran camp regardless of company affiliation as per the Recreation Operations Manual.

3.2 Regular Membership

Regular Membership can be obtained only by owning a horse and keeping the horse full time at the Stables. Ownership of a horse kept at, or to be kept at, the Stables shall be a condition of Regular Membership.

3.3 Non-owner Membership Types

3.3.1 Associate Membership Associate Membership will be required of any eligible person, as defined by the Recreation Operations Manual, who has regular access to a horse, either via the lesson lease program or by rider privileges granted by owner, and who utilizes the Stables except to compete in any event or competition declared exempt by the Board of Directors.



3.3.2 Affiliate Membership Affiliate Membership may be obtained by any eligible person, as defined by the Recreation Operations Manual, who is not a Regular Member and does not utilize the Stables or have regular access to a horse. Affiliate members have access to DAHA events and programs such as Pony Club and receive member communications and updates

3.4 Admission to Membership

3.4.1 Application for Regular or Associate Membership shall be made to the Secretary.

3.4.2 The Secretary shall verify the eligibility of the applicant, and if the applicant is eligible, advise the Stable Representative of such application. The Stable Representative shall approve or disapprove an application for Regular membership solely on the basis of availability of facilities for keeping the applicant's horse. If there are no facilities available, the applicant may then apply for Associate Membership.

3.4.3 If the application is approved, and upon receipt of dues, the Secretary shall email new member with the appropriate membership information, and directions to the DAHA website which contains the Constitution and Rules & Regulations.

3.4.4 Membership is non-transferable between DAHA and other horse associations.

3.5 Termination of Membership

3.5.1 Termination of any membership by resignation shall be effective upon delivery of a written resignation to the Treasurer.

3.5.2 Termination of any membership shall be effective upon termination of member's employment with Saudi Aramco or loss of member's family camp privileges.

3.5.3 Termination of Regular Membership shall be automatic for failure to keep a horse at the Stables, except when the failure is due to loss of horse by death or sale of horse with the intent of purchasing another, in which case the Board of Directors, upon request in writing, will extend the Regular Membership for a period of ninety (90) days. Said Regular Member will retain his/her Membership and assigned stall and tack box by payment of the monthly Service Charge during the ninety (90) day period. After ninety (90) days, a Regular Member may apply for a further extension, or for Associate Membership. Non-payment of the Service Charge will automatically terminate membership.

3.5.4 Termination of Regular Membership shall be automatic for indebtedness to DAHA for a period exceeding ninety (90) days from the billing date.

3.5.5 Termination of any membership by expulsion may be effected for failure to observe the provisions of this Constitution or the Rules and



Regulations of DAHA, or for conduct not in the best interest of DAHA. No member may be expelled unless and until:

- 3.5.5.1 A written and signed complaint, stating the grounds on which expulsion is sought, has been presented to the Board of Directors.
- 3.5.5.2 The Member complained against has been given an opportunity to be heard by the Board of Directors in the presence of the complainant(s).
- 3.5.5.3 A two-thirds (2/3) vote of the Board of Directors is required to call a Special Meeting to deal specifically with expulsion. Expulsion of a member requires a two-thirds (2/3) vote of the membership present (including proxies) at the Special Meeting.

Such expulsion is approved by the appropriate Saudi Aramco authority with regard to Membership only.

- 3.5.5.4 Termination of any member for any cause shall not relieve the terminated member of any indebtedness he/she owes DAHA and all such indebtedness shall promptly be paid or secured. A person whose membership has been terminated shall promptly dispose of, or remove, any horse(s) belonging to him/her from the Stables or shall make arrangements satisfactory to the Board of Directors for the care and keep of such horse(s) while they are at the Stables after such termination. In the absence of such arrangements, the Board of Directors shall make such provision for the care and keep or shall dispose of such horse(s) as it sees fit, at the expense of the person whose membership has been terminated. In the event that the Board of Directors is unable to secure settlement of outstanding debts to DAHA, they will pursue the matter through Saudi Aramco Personnel and the Member's Department Manager. Debts to DAHA shall include all outstanding debts at the time of termination of membership, together with debts incurred for the subsequent care of the horse(s) once under the direction of the Board of Directors.

3.6 Fees

- 3.6.1 As a condition of membership, every Regular Member shall pay an Entrance Fee, of which no part shall be refunded upon termination of membership.
- 3.6.2 As a condition of membership, every Associate Member shall pay an Annual Fee. Should an Associate Member become a Regular Member, the pro-rata balance of Annual Fee will be applied to the Entrance Fee.
- 3.6.3 As a further condition of membership, every Regular Member shall pay a Per Horse Refundable Fee at the time each horse is initially stabled or at the time a horse already at the Stables is purchased. The purpose of the Per Horse Refundable Fee is to provide working capital for the activities of DAHA. The Per Horse Refundable Fee shall be refunded to



the Member with his/her final account after each horse is removed from the Stables or sold to another member. Whenever the fee changes, the difference will be either charged or refunded on a per horse basis.

- 3.6.4 Every Regular Member shall pay a monthly Service Charge for each stall he/she is assigned at the Stables.
- 3.6.5 Charges shall be billed monthly by the Treasurer and shall be paid in full by the 25th day of each month. Fifteen percent (15%) of the amount of the bill shall be added as a delinquency penalty to all bills not paid by the 25th day of the month. The Treasurer shall report to the Board of Directors each month, the names of all Members **whose bills have not been paid in full for sixty (60) days from the initial billing date**. The Board will then issue a warning letter to the said member.

3.7 Obligations of Members

- 3.7.1 Members are responsible for their own and their guests' compliance with this Constitution, and with the Rules and Guidelines of DAHA.
- 3.7.2 Members must endeavor to provide the best care to their horse/s in accordance with the DAHA welfare standards outlined in the rules and regulations.
- 3.7.3 When members and their families are absent or unavailable such that they would not be readily available in an emergency, the responsibility of their horse(s) must be delegated to another Regular or Associate Member as caretaker. Riding privileges may be granted at the sole discretion of the owner member, and only to Regular or Associate Members. Written notice of such delegation or responsibility and/or riding privileges shall be forwarded to the Secretary and the owner shall post a copy in the owner's tack box. In the event no caretaker is established, or the caretaker is obviously irresponsible, or the horse is not being properly cared for, the Board of Directors may assume responsibility for the horse's care. A notice of the reasons for such action will be sent to the owner member and the caretaker, and any cost will be for the Member's account.

3.8 Privileges of Members

- 3.8.1 Horse and Stall Limitations
- 3.8.1.1 Members of DAHA who have family status will be limited to two (2) horses, each with one stall.
- 3.8.1.2 Members of DAHA who are on bachelor status will be limited to one (1) horse with a stall.
- 3.8.1.3 Members of DAHA who have family status can increase the number of horses owned to three (3) and bachelor status members can increase to two (2) on an "as needed" basis (i.e.; unnecessary extermination of an equine due to member leaving Kingdom, etc.) Any member wishing to increase his/her



entitlement should make application to the Board of Directors, in writing, who will review the matter with Recreation Services Division.

3.8.1.4 Any member who exceeds his/her entitlement under 3.8.1.1 and 3.8.1.2. above prior to December 1, 1990, shall be Grandfathered. However, that member may not replace a horse that subsequently dies or is sold if such replacement increases their entitlement under section 1. or 2. without prior approval as outlined above.

3.8.1.5 No member may bring a horse to the Stables for the specific purpose of sale nor may any Member use their horse for breeding.

3.8.2 Stall Waiting List: When there is a shortage of stalls, the Stable Representative will maintain a stall waiting list in accordance with the current Rules and Regulations.

3.8.3 Other Facilities

3.8.3.1 Other than assigned tack boxes, stalls, hot walker, farrier room, instructor tack room, and maintenance equipment, all facilities are available for the use of all members equally.

3.8.3.2 In the event DAHA holds a special function (i.e. Gymkhana, Equitation Event etc.), certain facilities may be reserved for this function.

3.8.3.3 DAHA Instructors have first call on facilities for lessons and training on a pre-scheduled basis.

3.8.4 Guests

3.8.4.1 Members of DAHA are permitted to bring guests to the facilities provided that:

3.8.4.1.1 The guest is eligible to use the facilities or has special Saudi Aramco permission.

3.8.4.1.2 The guest shall always be accompanied by the member.

3.8.4.1.3 The guest is made aware of the Rules and Regulations of the Association and must abide by these rules.

3.8.4.1.4 Members wishing their guests to ride or participate in events must receive special Saudi Aramco permission. A member should make such a request to the Board, in writing, who, making no judgments concerning the request, will immediately relay the request to the appropriate Saudi Aramco authority. The written permission



of Saudi Aramco (if given) should then be sent to the DAHA Secretary, who will inform the member of Saudi Aramco's decision.

3.9 Extraordinary Review

- 3.9.1 Regular Members may, at a General Meeting or a Special Meeting, review, ratify or reject any act or decision of the Board of Directors. Where the consideration proposed in a petition for a Special Meeting regards an act directed or approved by the Board, the President shall forthwith direct suspension of the unexecuted portion of such act, until the intent of the meeting has been determined.
- 3.9.2 Regular Members must approve all new or revised fees, excluding lesson fees, farrier fees, stall fees, stall deposit, and hay charges by ballot.
- 3.9.3 Any extraordinary expenditures greater than SR40,000 must be explicitly approved by a vote of the Regular members, even if the total expenditure is within the general budget approved at the previous general meeting. This does not apply to large but routine farm operation expenditures such as services contracts, horseshoes, or hay, which are necessary of the smooth and consistent running of the Stables. (See also VI A. 4)
- 3.9.4 A Regular Member may initiate a recall of any officer for negligence or non-performance of duties, as follows:
 - 3.9.4.1 The member shall first present a written and signed request for a recall to the Board of Directors.
 - 3.9.4.2 The matter must be considered at a meeting of the general membership, either at the next Regular Meeting, or at a Special Meeting called for that purpose in accord with Article VI, Section B, Special Meetings.
 - 3.9.4.3 A two-third (2/3) majority of votes cast (including proxies) shall be sufficient to carry a recall motion.
 - 3.9.4.4 If the recall motion carries, the vacancy shall be filled in accord with Article V, Section G, Special Elections.

4 OFFICERS

Recreation Operations Manual Section 1. Chapter 4. Election of Officers & Eligibility of Membership should be adhered in this process.

4.1 Number and Qualification

There shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Personnel Representative, Stable Representative, and Youth Representative. All shall be officers who serve as voting members of the Board of Directors.



All officers shall be Regular Members in good standing of DAHA except that the Youth Representative and Secretary may be Associate Members. To avoid potential conflict of interest no officer, while serving on the Board, shall earn an income from DAHA. An Associate Member may act as temporary/vacation relief for any officer, except the President, for a period not exceeding two (2) months.

4.2 Terms of Office

Each officer shall hold office for two years from the first meeting of the Board of Directors after his/her election to the first meeting of the Board of Directors following his/her successor's election. In recognition of their services to DAHA, payment of stall fees for one horse will be waived during the term of office of each officer. In the case of an Associate Member payment of an Associate Membership fee will be waived during their term of office.

4.3 Duties of the Officers

4.3.1 The President shall:

have the general and active supervision over the business and affairs of DAHA and shall be the Chairman of the Board of Directors and an ex-officio member of all Committees. He/she shall supervise the execution of the decisions of the Board of Directors.

4.3.2 The First Vice President shall:

have general supervision of construction, maintenance of grounds and facilities, and operating supplies, exclusive of feed; He/she shall chair the Facilities Planning Committee and perform other duties as may be assigned by the Board of Directors

4.3.3 The Second Vice President shall:

have general supervision of the procurement, storage and issue of feed; Supervise contractor services, including grooms, but excluding those of the instructor/trainer and farrier;

4.3.3.1 He/she shall be a permanent member of the Contract Review Committee and

4.3.3.2 Perform such other duties as are assigned by the Board of Directors.

4.3.4 The Secretary shall:

4.3.4.1 Keep the records of the association, excepting the account records;

4.3.4.2 Maintain the minutes of all the meetings of the Members of the Board of Directors;



4.3.4.3 Supervise the correspondence of DAHA, including the compilation and distribution of the monthly newsletter;

4.3.4.4 Maintain the membership list and verify eligibility for membership;

4.3.4.5 Ensure new member receives an email with appropriate membership information and directions to the DAHA website which contains a copy of the DAHA Constitution, and a copy of the DAHA Rules and Regulations;

4.3.4.6 Submit a copy of the membership roster (including badge numbers) to the Area Recreation Office in January; shall send a list of the new officers, their telephone and box numbers to the Administrator, Dhahran Recreation Services within two weeks after elections;

4.3.4.7 Perform such other duties as are assigned by the Board of Directors.

4.3.5 The Treasurer shall:

4.3.5.1 Receive, safeguard and disburse the funds of DAHA;

4.3.5.2 Maintain the accounting records;

4.3.5.3 Report the financial condition of the Association to the Board of Directors at monthly meetings, and to the Regular Members at each General Meeting;

4.3.5.4 Submit an annual copy of the financial records for the fiscal year, to the Area Head of Recreation for review.

4.3.5.5 The Accounts of the Treasurer shall be reviewed annually by the auditor appointed by the Board of Directors, as required by the Recreation Operations Manual.

4.3.5.6 The Treasurer shall chair the Budget and Fees Committee.

4.3.5.7 He/she shall sign all checks with the countersignature of another Board Member;

4.3.5.8 He/she shall perform such other duties as are assigned by the Board of Directors.

4.3.6 The Youth Representative shall:

4.3.6.1 Coordinate with the Youth Activities Committee the promotion and supervision of youth activities.

4.3.6.2 Chair the Show and Competitions Committee.



4.3.6.3 Perform such other duties as are assigned by the Board of Directors.

4.3.7 The Stable Representative shall:

4.3.7.1 Assign tack boxes and stalls and be responsible for maintaining the stall waiting list when necessary;

4.3.7.2 Facilitate the New Member Orientation Class and the New Horse Evaluation Process.

4.3.7.3 Approve all horse admissions and monitor quarantine requirements;

4.3.7.4 Assist members with notifying the Kennel Club of horse admissions and vet check requirements;

4.3.7.5 Perform such other duties as are assigned by the Board of Directors.

4.3.8 The Personnel Representative shall:

4.3.8.1 Form and chair recruitment committees to recruit DAHA professional staff as needed;

4.3.8.2 Coordinate the recruitment process and negotiate staff contracts in consultation with the President and Treasurer, and submit contract proposals to the Board for approval;

4.3.8.3 Liaise with Recreation Services Division on Saudi Aramco employment agreements and visa issuance, and coordinate the travel and induction process for new DAHA consultants;

4.3.8.4 Be responsible for the general oversight of professionals contracted to work for DAHA, including, but not limited to, the farrier, instructors, and trainers, and serve as their liaison with the Board and Membership;

4.3.8.5 Ensure that the instructors post their lesson schedules promptly for members to see. As ensure that the lesson and training information is provided to the Treasurer in the manner and form he/she has requested;

4.3.8.6 Liaise with professional DAHA staff contracted to Recreation, and assist with the above processes in connection with Recreation consultants as required;

4.3.8.7 Hold quarterly meetings with instructors;

4.3.8.8 Perform such other duties as are assigned by the Board of Directors.



4.4 Responsibilities of the Board of Directors

- 4.4.1 The Board of Directors shall be vested with the general management of the affairs, business, funds and the property of DAHA. It shall establish Committees as it feels necessary to aid it in carrying out this management, in addition to the Standing Committees provided for in this Constitution under Article VIII.
- 4.4.2 Except for normal operation and maintenance expenses, no funds of DAHA shall be expended without the authority of the Board of Directors.
- 4.4.3 The Board will approve the Rules and Regulations of DAHA.
- 4.4.4 In the event of the death of any horse, in circumstances in which the cause of death is not immediately and obviously apparent, the Board may elect to summon a Saudi Aramco Veterinarian to establish the cause of death by whatever methods the Veterinarian considers most appropriate. The cost will be borne by DAHA.

5 ELECTIONS AND VOTING PRIVILEGES

Recreation Operations Manual Section 1. Chapter 4. Election of Officers & Eligibility of Membership should be adhered in this process.

5.1 Timing of Elections

- 5.1.1 Elections shall be held once a year in mid-November.
- 5.1.2 Recreation must be notified 3 months in advance of all proposed elections and 2 weeks in advance of all annual or general meetings.
- 5.1.3 Officers elected in odd years shall be First Vice President, Treasurer, Personnel Representative, and Youth Representative.
- 5.1.4 Officers elected in even years shall be: President, Second Vice President, Secretary and Stable Representative.

5.2 Manner of Voting

Voting shall be by ballot. Absentee ballot and written proxies shall be provided for people out of Kingdom. Balloting may be conducted by post or electronically as per 4.6.5 of the Recreations Operations Manual. Only ballots properly completed and returned will be counted. Lack of response shall not be construed to be either a YES or NO vote.

5.3 Allocation of Votes

- 5.3.1 Votes shall be allocated as follows:
- 5.3.1.1 For Financial Matters (i.e. change in fees, extraordinary expenditures):



Regular Members on Family Status - One (1) vote per horse, with a maximum of two (2) votes allowed.

Regular Members on Single Status - One (1) vote.

5.3.1.2 For Elections and Other Motions:

One (1) vote per Regular Membership (Family or Single Status).

5.4 Nominations for Elections

Nominations may be made by adult Regular and Associate Members. For the office of Youth Representative, nominations may also be made by children of members.

5.5 Nominating Committee

5.5.1 No later than September 1, the President shall appoint a Nominating Committee which shall:

5.5.1.1 Within one (1) week, mail to all members a request for nominations/volunteers for the upcoming election. This request shall include a list of officers to be elected, a description of their responsibilities, the procedures used in making nominations, and a deadline for nominations.

5.5.1.2 Determine that all nominees are willing and eligible to serve.

5.5.1.3 Endeavor to place in nomination at least one name for each office being filled.

5.5.1.4 Mail a list of nominees and notice of the election date to the Membership at least two weeks prior to the General Meeting.

5.5.1.5 Shall create a ballot form and mail said form, along with voting procedures, to all Regular Members at least one week prior to the General Meeting. Where there is no nominee or only one nominee for an office, a write-in line shall be included on the ballot form for that office.

5.6 Election Procedure

5.6.1 At the beginning of the General Meeting, the presiding officer shall call for nominations from the floor. If there are nominations from the floor, members will be given no more than ten (10) minutes to mark and turn in ballots.

5.6.2 Marked ballots shall be placed in the ballot box or returned to the Nominating Committee at the General Meeting.

5.6.3 Ballots shall be counted by the Nominating Committee.

5.6.4 The nominee receiving the most votes (including absentees and proxies) shall fill the office. In the case of ties, the tie shall be broken by a show of hands at the meeting. In the case where the no candidate receives a



majority of the votes, the members at the meeting shall indicate by a show of hands, which of the top two candidates should fill the office.

5.6.5 Election results shall be announced by the head of the Nominating Committee at the close of the General Meeting. Results shall be recorded by the Secretary who will send notice to all members and Recreation Services Division within two weeks of the election.

5.6.6 Newly elected officers shall take office at the first meeting of the Board of Directors following their election.

5.7 Special Elections

5.7.1 The Board of Directors is authorized to fill any vacant Board position with their own nominee from the Membership provided that no more than three Board positions are vacant simultaneously. Each Board of Directors may appoint no more than three replacement members during any full year (November to November.) In the event that there are more than three vacancies at the same time, a Special Election shall be held to fill these open positions.

5.7.2 Within five (5) days of the vacancies being created, the President shall appoint a Nominating Committee which will be responsible for obtaining at least one candidate to fill each vacant office.

5.7.3 Within seven (7) days of the vacancies, the Nominating Committee shall announce the vacancies to the Membership and call for volunteers and nominations.

5.7.4 Within seven (7) days after the announcement of the vacancies, the Nominating Committee shall submit a ballot, including balloting procedures, to the Regular Members.

5.7.5 Ballots shall be marked and returned to the Nominating Committee no later than seven (7) days after the mailing.

5.7.6 Ballots shall be counted by one elected officer and one member of the Nominating Committee.

5.7.7 The nominees receiving the most votes shall fill the respective vacancies.

5.7.8 Results of the Special Election shall be recorded by the Secretary, who will inform the Membership and Recreation Services Division within one week of the election.

5.7.9 The newly elected officer shall take office immediately.

6 MEETINGS

Five elected officers and Regular Members present shall constitute a quorum at all meetings of the Members. Unless otherwise stated, 2/3 a majority of votes (including proxies) shall be sufficient to carry any motion upon which a vote is taken.



6.1 Regular Meetings

- 6.1.1 An annual general meeting of the Members shall be held in mid-November each year on a date set by the Board of Directors. This meeting shall include a business meeting and the election of officers.
- 6.1.2 A second general business meeting shall be held in mid-May each year to discuss DAHA operational issues.
- 6.1.3 Notice of the date, time and location and an agenda for the meetings will be sent by the Secretary not less than two (2) weeks prior to the meeting.
- 6.1.4 Motions requiring an expenditure of over SR40,000 must be included, with supporting information, on the agenda circulated prior to the meeting. If arising from the floor, such proposals must be deferred to the next general meeting or a special meeting.
- 6.1.5 Proposed changes will be provided to the Membership no later than 2 weeks prior to a meeting.
- 6.1.6 Proposals made from the floor will require a 20% Membership quorum to be present for a vote to be taken.
- 6.1.7 Proposals made from the floor to amend the constitution will require 51% Membership approval to pass.
- 6.1.8 The President or one of the Vice Presidents shall chair all meetings of the members.
- 6.1.9 *Robert's Rules of Order* shall prevail at all meetings.
- 6.1.10 Minutes of the meeting shall be recorded by the Secretary and made available to all members in a binder situated in the Clubhouse.

6.2 Special Meetings

- 6.2.1 Special Meetings of the members may be called by any two elected officers, or by a petition of one-third (1/3) of the Regular Members.
- 6.2.2 The Secretary shall notify the members of the date, time, place and the business to be considered at least one week prior to the meeting and within fourteen (14) days of receipt of request for the meeting.
- 6.2.3 Minutes of the meeting shall be recorded by the Secretary and made available to all members in the Clubhouse.

6.3 Board of Directors' Meetings

- 6.3.1 Meetings of the Board of Directors will be held monthly or as often as deemed necessary to conduct the business of the Board. Such meetings to be normally attended by any consultants employed on behalf of DAHA by Recreation Services Division if necessary.
- 6.3.2 The President or one of the Vice Presidents shall chair all meetings of the Board.



- 6.3.3 Board meetings shall be conducted from agenda items submitted to, and an agenda prepared by, the Secretary.
- 6.3.4 As requested by the Secretary, Officers are to submit a written copy of their concise and complete reports to the Secretary. In cases of absence, the report is to be given to the President or Secretary prior to the meeting.
- 6.3.5 At meetings of the Board of Directors, four (4) elected officers shall constitute a quorum.
- 6.3.6 Substitution of Board Members at Board Meetings, without prior approval of the Board of Directors and for reasons other than vacations or business assignments, shall not be permitted.
- 6.3.7 The Secretary will ensure that a copy of all board meeting minutes, excluding sensitive issues, is available to the members in the Clubhouse.

6.4 Committee Meetings

- 6.4.1 Committee Meetings will be held as often as deemed necessary by the Committee to conduct their business.
- 6.4.2 A quorum shall consist of two-thirds (2/3) of the Committee Members.

7 STANDING COMMITTEES

Standing Committees, whose members will be designated by the Board of Directors, shall serve for twelve (12) months and will be:

7.1 Security/Safety Committee

The Safety/Security Committee shall be chaired by a board member delegated by the President and be composed of five (5) or more members. The committee is required to provide security of the Stable area from the general public during competitions; to assess the safety and security of DAHA, and to advise the Board of.

7.2 Budget and Fees Committee

To be chaired by the Treasurer. Duties are to prepare an annual Budget and suggest fees for DAHA (i.e. membership fee, per horse refundable fee, stall service charge, etc.) and present them to the Members for approval.

7.3 Contract Review Committee

To be chaired by the Personnel Representative with assistance as needed from the Second Vice President. Duties are to review the Service Contractor and Instructor/Trainer Contracts on an annual basis; poll the Members as to satisfaction; suggest new contracts or continuing contracts and submit to the Board for approval.



7.4 Show, Competitions, and Events Committee

This committee shall be chaired by the Youth Representative. The Committee should arrange and conduct all shows, competitions, and events at DAHA in conjunction with the Instructor(s).

7.5 Youth Activities Committee

This committee shall be chaired by the Youth Representative and shall encourage participation by our Youth Members in Pony Club, Fun Days, etc., in liaison with the DAHA Instructor(s).

8 AMENDMENTS

8.1 Motion to Propose an Amendment

A motion to propose an Amendment to this document may be made at any General Meeting or at any Special Meeting called for this purpose.

8.2 Notice of Intention

Notice of intention to make motion for a proposed Amendment should be filed with the Secretary not less than four (4) weeks prior to the meeting. The Secretary will provide the notice of intention to the Membership two (2) weeks prior to the meeting. Additionally, motions to propose an amendment may be made from the floor of the meeting but will require a 51% Membership approval to pass.

8.3 Approval of Amendment

If the motion to propose an amendment is approved by a majority of the Regular Members present and voting, the proposed amendment will be:

8.3.1 Within two (2) weeks of the meeting, typed and sent to the Administrator, Recreation Services Division for approval and/or comments.

8.3.2 Upon approval from Recreation Services Division, mailed along with a ballot form, to all the Regular Members. Ballot forms shall be returned within ten (10) days of their mailing.

8.4 Effective Date of Amendment

The proposed Amendment shall become effective immediately if it is approved by two-thirds (2/3) of the ballots cast and by Recreation Services Division.

8.5 Notice of Amendment

Approval or disapproval of the proposed Amendment shall be placed in the monthly newsletter.

