



Standardbred Pleasure Horse Organization of Maine
By-laws
revised January 2011

Philosophy

All Standardbred horses deserve the opportunity to live a full, complete life in a safe environment.

Mission

The mission of the Standardbred Pleasure Horse Organization of Maine is to encourage recruitment, retraining, placement, and promotion of the Standardbred horse's versatility for pleasure purposes before, during, and after harness racing careers. Further, the Standardbred Pleasure Horse Organization of Maine serves its membership by providing and promoting programs that will ensure responsible ownership of Standardbred horses.

Article I: NAME

Section 1:

The organization shall be called the Standardbred Pleasure Horse Organization of Maine and hereinafter be referred to as the SPHO-ME.

Section 2:

The SPHO-ME shall be limited by the geographic boundaries of the State of Maine.

Article II: OBJECTIVES

Section 1:

- A. Serve as a resource on Standardbred horse ownership to its membership and the general public.
- B. Facilitate the recruitment, training, and placement of Standardbred horses with responsible owners.
- C. Engage in activities to further the awareness of Standardbred pleasure horse ownership.
- D. Provide and promote educational opportunities that encourage responsible pleasure horse ownership and serve SPHO-ME members and the general public.
- E. Provide recognition for outstanding accomplishments of SPHO-ME members and to its member horses.

Article III: MEMBERSHIP

Section 1: Membership classification

The membership of the SPHO-ME shall be divided into four (4) classes as follows:

- A. Individual
- B. Family

C. Sponsor

D. Other (i.e. Honorary Life, Foreign Individual)

Section 2: Qualifications

A. Individual: Any one person who desires membership in the SPHO-ME.

B. Family: Two or more related individuals who desire membership in the SPHO-ME.

C. Sponsor: An individual or group who make a significant and supportive contribution to the SPHO-ME as determined by the Executive Board.

D. Other:

1. Foreign Individual: An individual from a country other than the United States who desires membership in the SPHO-ME.

2. Honorary Life: A life membership given to those who have provided the SPHO-ME with distinguished service and support; to be determined by membership vote.

Section 3: Rights and Privileges of Members

A. May attend and participate in all regular and special meetings of the SPHO-ME.

B. May vote on all issues pertaining to SPHO-ME if eighteen (18) years old or older.

C. May hold any office and serve on committees of the SPHO-ME if eighteen (18) years old or older.

D. Will receive the SPHO-ME newsletter, education programs, and other information mailings of the SPHO-ME.

E. Will be eligible to participate in state year-end award programs.

F. Financial incentives in SPHO-ME events.

Article IV: OFFICERS

Section 1: Officers

The officers of the SPHO-ME shall be President, President Elect, President Ex-Officio, Secretary, and Treasurer.

Section 2: Elections

The officers of the SPHO-ME shall be elected by individual written votes of SPHO-ME members by mail ballot following procedures as maintained by the nominating committee of SPHO-ME (see Article VI).

Section 3: Qualifications

Any SPHO-ME member if eighteen (18) years old or older and in good standing is eligible to run for any office.

Section 4: Terms of Office

The President, Secretary, and Treasurer serve for a two (2)- year term. The President Elect serves a one (1)-year term and then assumes the Presidency. The President Ex-Officio serves a one (1)-year term following the two (2)-year Presidential term. The election rotation is attached.

Section 5: Duties

The officers have the rights and duties assigned to them (Article IV, Sections 6,7,8,&9). Each officer is a voting member of the Executive Board of the SPHO-ME.

Section 6: President

The President shall:

- A. Preside over meetings of SPHO-ME and inform members of meetings.
- B. Guide & conduct activities of SPHO-ME in accordance with its mission and philosophy statements.
- C. Chair the Executive Board of the SPHO-ME.
- D. Appoint committee chairs.
- E. Be authorized to deposit and withdraw funds in the absence of the Secretary and Treasurer.
- F. Perform any duties pertinent to the office.
- G. Become the President Ex-Officio for one (1) year after the Presidential term.

Section 7: President Elect

The President Elect shall:

- A. Assist in the discharge of duties of the President.
- B. Discharge duties of the President in the absence of the President or vacancy of office.
- C. Succeed to the office of President and assume office at the close of the annual meeting in the following election to the office of President Elect.

Section 8: President Ex-Officio

The President Ex-Officio shall:

- A. Assist in discharge of duties of the President.
- B. Perform any duties pertinent to the office.
- C. Chair any Ad-hoc committee as needed.

Section 9: Secretary

The Secretary shall:

- A. Serve as President pro-tem in succession to the President and President Elect until a special election can be held by mail (see Vacancies in Office).
- B. Record and distribute minutes of the SPHO-ME and SPHO-ME Executive Board.
- C. Mail special notices as appropriate

Section 10: Treasurer

The Treasurer shall:

- A. Collect all dues, have charge of all monies and hold all funds deposited to the SPHO-ME.
- B. Pay the bills. Those Bills above budget allotment shall be paid upon authorization of the Executive Board
- E. Perform any duties pertinent to the office.

Section 11: Vacancies in Office

In the event of a vacancy in the office of the President, the President Elect

shall become the President for the remainder of the term. The Secretary, then the Treasurer shall be next in succession to serve as President pro-tem until a special election is completed. The Secretary shall continue as President pro-tem and the Executive Board shall appoint an individual to serve as Secretary pro-tem. The President, with the consent of the Executive Board, shall appoint a replacement to complete the term of office in the event of a vacancy in the office of President Elect, Secretary, or Treasurer. If there is a vacancy in the President Elect position, a special election will be held. If there is a vacancy in the Secretary or Treasurer position, and three (3) months or longer remain in the Secretary's term, then a special election will be held; if three (3) months or longer remain in the Treasurer's term, then a special election will be held; otherwise the President fills the remaining term by appointment, with the consent of the Executive Board.

Article V: Executive Board

Section 1: Purpose

The Executive Board shall manage the affairs of the SPHO-ME.

Section 2: Membership

The Executive Board shall consist of the following voting members: all elected officers and committee chairs.

Section 3: Meeting

- A. Regular meetings of the Executive Board shall be held at least four (4) times a year.
- B. Special meetings may be called by the President of any three (3) voting members of the Executive Board.
- C. Five (5) voting members, including at least two (2) SPHO-ME officers shall constitute a quorum.
- D. All meetings of the Executive Board are open to SPHO-ME members.

Section 4: Functions

The duties and authority of the Executive Board shall be to:

- A. Designate the time and place of meetings.
- B. Approve appointments made by the President and make temporary appointments to fill vacancies.
- C. Review and approve the SPHO-ME budget.
- D. Authorize the Treasurer to dispense funds beyond allotments.

- E. Create committees as deemed advisable.
- F. Secure qualified advisers to assist the SPHO-ME as needed.
- G. Steer/guide all SPHO-ME activities as per its mission and philosophy statements.

Article VI: COMMITTEES

Section 1: General

- A. The Executive Board shall have the power to create standing and special committees as it deems advisable. The President shall approve the chairs of these committees from the membership at large.
- B. The chairs of such committees shall appoint their own committee members. The size of the committee, not less than two (2) shall be left to the discretion of the chair, with advice from the Executive Board.
- C. Every standing committee shall have a standard operating procedure (SOP) which specifies its responsibilities and functions. Such SOP shall have been approved by the Executive Board and be included in a committee notebook.
- D. The chair's term of office shall coincide with the President's term of office, two (2) years.

Section 2: Standing Committees

- A. By-laws, Policies, and Procedures
- B. Shows and World of Horses
- C. Clinics and Demonstrations
- D. Ambassador Horse Program
- E. Public Relations and Promotions (Booth, Website, Horse's Maine Newsletter, Advertising)
- F. Recognition and Awards
- G. Membership (newspaper subscription, membership perks, address records, assist with balloting)
- H. Hay for Horses

Section 3: Duties of Chairs

- A. Submit reports, as needed, for discussion at the meetings of the Executive Board.
- B. Submit a brief activity report at meetings.
- C. Be responsible for newsletter submissions.

Section 4: Special Committees

Special committees shall be responsible for presenting reports to the Executive Board at regular intervals and upon completion of their assignments. Special committees shall include, but not be limited to:

- A. Special interest sections
- B. Ad Hoc committees
- C. Nominating

Article VII: ANNUAL MEETINGS

Section 1: General

- A. The SPHO-ME will conduct an Annual Meeting and Awards Program each year.
- B. The SPHO-ME will conduct at least two (2) other membership activities during the year to accomplish the objectives of the SPHO-ME.
- C. The SPHO-ME activities, shows, and programs shall be held at a time and place designated by the Executive Board.
- D. Notice of the meeting must be mailed out to the members at least ten (10) days prior to the meeting.

Section 2: Special

- A. Special meetings may be called by the President, a majority of the voting members of the Executive Board, or 10% of the SPHO-ME members in good standing.
- B. Members shall be notified ten (10) days prior to special meetings as to place, day, hour, and purpose.
- C. The call for the special meeting must state the business to be transacted and no other business may be transacted other than the stated call.

Section 3. Voting

- A. Five (5) voting members, including at least two (2) SPHO-ME officers shall constitute a quorum.
- B. At any regular or special meeting of the SPHO-ME all voting shall be done in person.
- C. Voting on business of great importance to the membership as determined by the presiding officer may be held over to the next meeting to be discussed and then a mail vote taken.

Article VIII: NOMINATIONS AND ELECTIONS

Section 1

The Nominating Committee chair shall appoint two (2) additional members to constitute a committee (Article VI, Sections 1 & 2).

Section 2: Slate

The Nominating Committee shall make every reasonable effort to present a "dual" slate of two (2) or more qualified candidates for each office to

be filled. Any member(s) who wish to add a name to the slate shall notify the chair of the Nominating Committee following the original presentation of the slate. No member's name may be put on the ballot without consent.

Section 3: Elections

Election of officers shall take place by mail ballot prior to the Annual Meeting of the SPHO-ME. Ballots must be mailed twenty (20) days prior to the election and returned no later than one (1) week prior to the Annual Meeting. A plurality of votes cast shall determine an election. The Nominating Committee chair shall notify the candidates of election results before the Annual Meeting. All candidates must serve if elected.

Article IX: DUES ASSESSMENTS

Section 1: Fiscal Year

The fiscal year of the SPHO-ME shall be January 1 through December 31.

Section 2

The annual membership dues for all classes of membership shall be determined by a show of hands at a meeting in or before November.

Section 3

Dues shall be payable before the first day of the new fiscal year. Members who have not paid dues by March 1 shall lose membership privileges.

Article X: AMENDMENTS

Section 1

An amendment of these By-laws may be made at any duly called meeting of the SPHO-ME by a majority vote of the members present, provided that notice of the proposed amendment has been duly sent to each SPHO-ME member at least ten (10) days prior to meeting.

Article XI: DISSOLUTION

Upon dissolution of the Standardbred Pleasure Horse Organization of Maine, the assets of the SPHO-ME remaining after the payment of all its liabilities shall be distributed to another Standardbred organization based on alignment with the goals of SPHO-ME. Dissolution will be by majority vote of all members.