

Gulf Coast Donkey and Mule Association

Constitution and By-Laws

Article I – Name

The organization shall be known as “Gulf Coast Donkey and Mule ASSociation”.

Article II – Purpose

The objectives for which the Club is formed are as follows:

1. To promote the Donkey and Mule as family and performance animals.
2. To promote showing, and pursue the advancement and propagation of interest in the improvement of the breed of Donkeys and Mules.
3. To create a co-operative spirit and to promote social activities among its members.
4. To hold various shows and social activities in a manner that each member would feel the success of the activities is their responsibility, and to work in whatever capacity is assigned them in a diligent and business-like manner.

Article III – Membership

1. Any person of good moral character may become a member after having met all qualifications of the club.
2. Membership fees shall be \$15.00 per family or individual member. Such dues will be paid on an annual basis beginning January 1st of each year. (A family membership constitutes all people living in one household together.)
3. Any member whose dues shall be unpaid after 32 days from January 1st annually shall cease to be a member and shall forfeit all claims they may have as a member.
4. Any member may be expelled upon recommendation of the membership committee and a majority vote of those members present at any given meeting.
5. No member shall be eligible to hold office in this Club unless they are a member in good standing.

Article IV – Meetings

1. Meetings shall be held with specific dates and locations to be announced. Special meetings may be announced at any time and all members should be notified by either email or mail.
2. It shall be understood that nothing concerning the activities of this Club shall be projected, either as policy, or action, or finance, without specific authorization by the Officers of the Club.
3. Ten (10) members present and voting shall constitute a quorum.
4. In the event this Club is disbanded for any reason, the Officers shall have the authority to disburse the Club properties, and all monies derived from such property shall be donated to a donkey and mule organization or program designed to 1. Promote donkeys and mules, or 2. Educate people about them, or 3. Research donkeys and mules. The choice will be made by the current officers, by vote, and each member in good standing will be mailed an explanation of this disbursement.

Article V – Voting

A single membership constitutes one (1) adult vote. Family membership constitutes two (2) adult votes. (Must be 18 years or older to vote.)

Article VI – Officers

1. The Officers of the Club shall be: President, Vice-President, Secretary, Treasurer, Show Secretary, Show Coordinator, Public Relations Officer, and Marketing and Advertising.
2. Committees of the Club shall be chosen as needed by the Officers.
3. The nomination of the Officers shall be made from the floor at the regular year end meeting.
4. A member cannot accept the nomination for more than one office.
5. No officer, individual, or committee shall render the Club liable for any amount of money exceeding the appropriation authorized by the Club. All checks must be signed by an Officer of the Club and Treasurer. The Treasurer shall know all monies spent and shall keep accurate and up-to-date books which will be open to the Club at any regular meetings. All monies spent must have approval by a Club vote at a regular scheduled meeting or my majority vote of officers. A receipt is required for any reimbursement.

Article VII – Duties of President

1. The President shall execute all duties imposed upon him at the time of his election.
2. He/she shall see that the Constitution and By-Laws shall be rightly executed and that other officers of the Club shall fulfill their imposed duties correctly.
3. He/she shall appoint special committees whenever necessary; however, he/she cannot appoint special committees that conflict with the standing committees.
4. He/she shall call special meetings at his/her discretion.

Article VIII – Duties of Vice-President

1. In case of the President's absence or inability to act, the Vice-President shall act in his/her stead.
2. He/she shall be responsible for the planning of all club programs.

Article IX – Duties of the Secretary

1. **The Secretary shall conduct all correspondence of the Club and maintain membership records.**
2. He or she shall keep the minutes of all meetings and have charge of the notices of meetings.
3. He or she shall keep all records pertaining to his or her office.
4. The Secretary, at the conclusion of the term of office, shall turn over all records kept during the year to the newly elected successor.

Article X – Duties of Treasurer

1. The Treasurer shall keep all money records of the Club and keep an accurate account of all expenses incurred and all monies received.
2. Shall notify those members who are in arrears with payments of annual dues.
3. Shall keep all receipts and books pertaining to the Club's monies.
4. Shall keep a standing inventory of all the Club's assets and property.
5. Shall collect all monies payable to the Club of which a complete and accurate account shall be kept in the Club's checking account.
6. All books and records of the Club shall be open at all times for inspection and examination by members.
7. The Treasurer at the conclusion of the term of office, shall turn over to the newly elected successor, all monies, books, records and any other property belonging to the club, with the proper book setup; with both the old Treasurer and the newly elected Treasure present and doing the checking.
8. Any shortages in money and/or property will be immediately reported to the President who will call a special meeting for a report to the membership.

Article XI – Duties of the Show Secretary

1. The Show Secretary will have the responsibility of acting as the contact person for organizations wishing to put on a sanctioned donkey and mule show, and a meeting with these organizations as needed to present the information or to aid in answering any questions they may have.
2. Show Secretary will prepare a packet of information to be given out to the organizations as needed with the following information.
 - a. Sanction Rules
 - b. Club Rules
 - c. Suggested classes for current times
 - d. Suggested manning requirements to run a show
 - e. Samples of show flyers, entry blanks, high point tally sheets, class placing, judge's slips, class sheets. Etc.
3. Show Secretary will work with the organization to find a judge and make sure that judge has not judged another sanction show within the current show season.
4. Show Secretary shall be responsible for creating class list, show flyer, hiring judge and all duties associated with hosting a club sanctioned show.

Article XII - Show Coordinator

1. To assist Show Secretary in coordinating personnel at each event hosted by the club.
2. To follow up at each event to ensure that each person knows and performs their duties.

Article XIII - Public Relations Officer

1. To announce all events hosted by the club by sending out e-mails containing promotional information, utilizing a mass e-mail list.
2. To maintain the club website.
3. To follow up after each event by providing photos and articles to various magazines and periodicals.
4. To coordinate with the Advertising and Marketing Officer for all ads and publications.

Article XIV – Advertising and Marketing

1. To promote the club by advertisement in periodicals, radio, websites or any type of public media available. To assist the PR officer in the same. To assist at all club functions and serve as a voting member of the officer group.

XV – Amendments

1. All propositions to alter or amend this Constitution and By-Laws shall be submitted in writing, each member receiving a copy of such proposed amendments, by mail, email or posted to the clubs web site, to be acted upon at the next regular meeting of the Club, which shall not be called under 30 days notice.
2. Such amendments must be approved by a majority of all members present at that next regular meeting.

XVI – Miscellaneous

Club equipment will be used only for Club functions or as voted on at the regular meeting.

XVII – Order of Business

1. The President shall call the meeting to order ten (10) minutes after appointed time if there is a quorum present. Should no quorum be present within thirty-five (35) minutes after appointed time, the governing body is not duty bound to wait longer.
2. In all meetings the following order of business should be observed:
 - a. Membership register tablet signed by membership
 - b. Reading of Minutes
 - c. Financial Report
 - d. Introduction of guests and admission of new members
 - e. Report of Committees
 - f. Unfinished business (Old)
 - g. New business
 - h. Correspondence
 - i. Program
 - j. Bills
 - k. Call meeting to close.

THIS CONSTITUTIONS AND BY-LAWS APPROVED 2008