

**Houston Area Carriage Association By- Laws**  
Amended - June 2022

**Article I** - The name of the organization shall be The Houston Area Carriage Association (“HACA”).

**Article II** - Purpose

The purposes for which HACA was organized are:

- a. to promote the sport of driving of equines to carriages both competitively and for pleasure;
- b. to educate and inform both its members and the public with respect to driving methods, safety and events; and
- c. to organize driving events and to facilitate and encourage the organization of driving events.

**Article III** - General Committee

Section 1. The duties of the General Committee are to oversee the functions of HACA in accordance with the Bylaws. The General Committee may make decisions and conduct business in addition to matters addressed by the membership.

Section 2. The General Committee shall consist of (7) members, (4) of whom shall be called the Executive Committee listed in Article IV, Section 1.

Section 3. The General Committee members must be members in good standing when elected and remain members in good standing during their service.

Section 4. There is no limit on the number of terms a person may serve on the General Committee. A General Committee member may be removed from the General Committee by the Executive Committee for cause, such as non-participation, or non-payment of dues. General Committee members shall fill any vacancy on the Executive Committee by a two-thirds vote of the General Committee for the remainder of the term of the office.

## **Article IV - Executive Committee**

Section 1. The Executive Committee shall be made up of the Executive Committee Chairman, Executive Committee Vice - Chairman, Secretary and Treasurer. Separate individuals must fill these positions.

Section 2. The term of office for Executive Committee members shall be for a minimum of one year.

Section 3. The duties of the Executive Committee Chairman are to prepare the agenda and preside at all meetings, accept volunteers to be Sub - Committee Chairmans and oversee the general operations of HACA.

Section 4. The duties of the Executive Vice Chairman are to assist the Executive Chairman and perform leadership duties in the absence of the Executive Chairman.

Section 5. The duties of the Secretary are to record the minutes of HACA's meetings and to preserve its records.

Section 6. The duties of the Treasurer are to keep the records of HACA's finances. The Treasurer shall provide a written record of all transactions and the financial condition of the club whenever the General Committee requires it and at each regular meeting. All Executive Committee members should be listed at the clubs financial institution, as signers on the checking account.

The fiscal year shall be from January 1 to December 31.

Section 7. A vacancy of any Executive Committee Member must be filled by one of the seven General Committee members.

## **Article V - Sub - Committees**

Section 1. The General Committee may appoint a sub - committee as it deems appropriate or necessary from time to time.

Section 2. Sub Committee members do not need to be a members of the General Committee and could fill the roles of Membership Chairman and Online Chairman.

Section 3. Membership Chairman - responsible for collecting applications, dues, release of liability forms and maintaining a list of Club Members.

Section 4. Online Chairman - responsible for maintaining the Club's online accounts (ex. Website, Facebook Group and Page) and keeping the information up to date.

## **Article VI - Meetings**

Section 1. A minimum of four membership meetings must be held each year. The Annual Membership Meeting is held in December. Decisions may be made by a majority vote of current members present at a meeting.

Section 2. The Executive Committee Chairman shall give notice to the members of meetings not less than 15 days prior to the meeting date.

## **Article VII - Events**

Section 1. General Committee members can approve events whose anticipated expenses are less than \$500.

Section 2. Events with expenses over \$500 need to be approved by the General Membership and be accompanied by a budget that itemizes anticipated expenses and income

## **Article VIII - Elections**

Section 1. A nominating sub - committee shall be appointed by the Executive Committee to present a list of potential General Committee members to the membership at the annual meeting in December. Club members may nominate themselves to the nominating sub-committee if they wish to run for a position. These potential General Committee members will be voted on by the membership, if necessary, to keep our General Committee at 7.

Section 2. The election of General Committee members shall be by a simple majority of those current members present at the meeting.

## **Article IX- Membership**

Section 1. Membership in HACA is open to anyone interested in equine driving. Membership is effective upon completion of an application, including a release of liability and payment of dues.

Section 2. Membership includes all members of a household.

Section 3. The membership year of the Club is based on the calendar year of January thru December. Membership fees are due by December 31st for the following year.

Membership fees are not prorated based on when a person joins. The full annual amount is due when they join and covers the rest of that year until December 31st.

Section 4.

Individual membership - one adult 18 or older. Entitled to one vote at all club meetings. Covered as a “member” when participating in club activities.

Family membership - a family membership consists of parents and their children under age 18 in one household. A family membership is entitled to one vote per each adult so (2) total at all meetings. The family is covered as “Members” when participating in club activities.

Junior membership - an individual under the age of 18. Junior members are not entitled to vote. The junior member is covered as a “Member” when participating in club activities.

#### Section 5.

Membership Fees effective January 1, 2022.

Individual membership - \$30

Family Membership - \$40

Junior Membership - \$10

Section 6. A Change of Membership Fees should be voted on by the general membership.

Section 7. In addition, the Club may grant an Honorary membership to a person who has provided service to the club. Honorary members may not hold office or vote.

#### **Article X - Club Dissolution**

If the club dissolves, after paying all outstanding debts, liabilities and obligations, all remaining assets will be distributed to a charitable, carriage driving related organization ( such as CAA, ADS, USDFD, etc. ).

#### **Article XI - Changes to Bylaws**

Any of these bylaws may be amended, repealed or changed by a majority vote of the current membership at our Annual Meeting.