



# **NATRC Region One**

## **Bylaws**

**Adopted: March 2, 2003**  
**Amended: March 16, 2008**

## Revision History

Revision	Date
Adopted by R1 BOD	March 2, 2003
Amended by R1BOD – Committees removed	March 16, 2008

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Bylaws of REGION 1 of the  
NORTH AMERICAN TRAIL RIDE CONFERENCE  
AS ADOPTED MARCH 2, 2003 and AMENDED MARCH 16, 2008

ARTICLE I  
Organization

Region 1 is one of six geographic regions that make up the North American Trail Ride Conference (NATRC). Region 1 and National NATRC (hereinafter referred to as NATRC) are related in much the same way as the State and Federal governments of the United States of America. Each has its own governing body, financial structure, membership requirements, obligations and benefits. On January 1, 2001, the dues requirements were consolidated so that one fee, paid to NATRC, gave membership in both Region 1 and NATRC. Region 1 and NATRC each receive a portion of that consolidated fee but remain separate entities.

ARTICLE II  
Governing Powers

Section 1. The governing powers of Region 1 shall be vested in the Region 1 Board of Directors, each of whom shall be a voting member in good standing of both Region 1 and NATRC.

ARTICLE III  
Philosophy

Section 1. The philosophy of Region 1 is the same as that of NATRC as stated in the Rule Book.

ARTICLE IV  
Board of Directors

Section 1. Members. The Region 1 Board of Directors shall consist of nine (9) members. Six (6) will be Regular directors who serve only on the Region 1 Board. Three (3) will be Dual directors who, in addition to being Region 1 Board members, will also serve on the NATRC Board of Directors (NBOD) in the capacities specified by the NATRC Bylaws. Elections shall be staggered so that two (2) Regular directors and one (1) Dual director are elected each year.

Section 2. Regular Directors. Regular directors shall be elected for a term of three (3) years by the general membership in good standing at the annual meeting. Their terms will run from annual meeting to annual meeting. The Chairman must be a Regular director.

Section 3. Dual Directors. Dual directors shall be elected for a term of three (3) years by a mailed NATRC Ballot which is counted at the fall meeting of the National Board. Their terms will run from January 1st through December 31st. Two (2) of the Dual directors will serve as Directors on the National Board. One (1) of the Dual directors will be an Alternate Director on the National Board. It will be a primary responsibility of Dual directors to act as liaisons between the Region 1 Board and the National Board and present the interests and concerns of each to the other. Dual directors are elected on one ballot to two different Boards of Directors, each with its own bylaws and requirements to maintain membership. Therefore, the Region 1 Dual Director Nominating Committee shall not nominate a candidate for a Dual directorship unless the candidate signs a statement indicating his/her acceptance that, should he/she cease to be a member of either Board of Directors for any of the reasons specified in their respective Bylaws, he/she will resign from the remaining Board of Directors, thus allowing a replacement to be appointed or elected as appropriate.

Section 4. Quorum. Five (5) members of the Region 1 Board, which must include one (1) officer and one (1) Dual director (not the Alternate), shall constitute a quorum at any meeting of the Board of Directors. Unless otherwise specified in the Bylaws, a majority vote of the Board members present, a quorum being in attendance, is sufficient to carry a motion.

Section 5. Removal of a Director. Should a member of the Board of Directors cease to be a voting member in good standing of either Region 1 or NATRC, or miss more than one (1) regular Board meeting per year without leave granted by the Board, he/she shall cease to be a director. Leave may be granted for such things as illness, family emergencies, or projected livelihood requirements. A Board member unable to attend a regular meeting shall still be responsible for ensuring necessary reports and information are presented to the Board. A Board member may be removed for cause at a hearing of the matter conducted as a formal proceeding under the direction of the Chairperson at any duly constituted Board meeting. The subject Board member must be provided at least ten (10) days written notice of said hearing stating the cause for which it is intended he/she shall be removed and affording him/her the opportunity to be present and/or represented by any person at the hearing if he/she so chooses. Both sides shall have a full opportunity to present their views. Any continuance requested by either side may be granted at the discretion of the Board or by a ruling of the Chairperson. Removal of a Board member shall require a two-thirds (2/3) majority vote of the Board members present, a quorum being in attendance. Removal as a Board member shall not deprive him/her of Region 1 or NATRC membership. No act of the Board of Directors shall be invalidated by reason of such vacancy on the Board.

Section 6. Vacancies. Vacancies on the Board of Directors shall be filled in the following manner:

- (a) For a Regular director the Chairperson shall nominate a member to serve until the next annual meeting and shall present such nomination to the Board for approval at any duly constituted meeting. A majority vote of the Board members present, a quorum being in attendance, shall be required for the appointment of such nominee. An election to fill the vacancy for the remainder of the term will be held at the next annual meeting.
- (b) For a Dual director the same process will be followed except that the Region 1 Board vote will be to approve the Chairperson's nomination. The Chairperson shall then submit the approved nominee to the National President for submission to the National Board of Directors for appointment according to procedures specified in the current NATRC Bylaws. Such appointment will be for the remainder of the current fiscal year or subsequent fiscal year, whichever is required to have an election to fill the remainder of the term.

Section 7. Regular Meetings of the Board of Directors. Regular meetings of the Region 1 Board shall be held at least two weeks before scheduled National Board meetings and at the Region 1 annual convention. By a majority vote of the Board of Directors, a meeting can be omitted if, for good cause, the directors decide that a meeting is not necessary. Meetings shall be held at a designated central location or at such other place as the directors may choose.

Section 8. Special Meetings of the Board of Directors. Special meetings of the Region 1 Board may be called at any time if deemed necessary by the Chairperson and one (1) other Board member or by any three (3) Board members provided that the call for such a meeting shall be sent to each Director by mail or such other communication as may be chosen. Such a call shall state the purpose of the meeting and shall be given not less than five (5) days preceding the meeting.

Section 9. Powers. The Board of Directors shall have the power to conduct, manage, and control the affairs and business of the Region.

Section 10. Payment of Debts. The Board of Directors shall be responsible for approval of bills, and their payment shall be done in such a manner as the Board may direct.

ARTICLE V  
Officers

Section 1. Officers. The officers of Region 1 shall be a Chairperson, a Secretary, a Treasurer, and such assistants or other officers as the Board of Directors may appoint. A person may not hold more than one (1) of these offices at one time.

Section 2. Election of Officers. Immediately following the annual election, the newly elected directors shall take office and the Board shall then be called together. From the members of the Board, as thus constituted, there shall be elected, by a majority vote of the members present, a quorum being in attendance, the officers of the Region for the ensuing year.

Section 3. Term Limits. A Chairperson may not serve more than three (3) consecutive years.

Section 4. Ex-officio Member. The immediate past Chairperson of Region 1, if not an elected member of the Board of Directors, shall automatically become an ex-officio member for a period of one (1) year immediately following his/her term as Chairperson.

ARTICLE VI  
Duties of Officers

Section 1. Chairperson. The Chairperson shall

- (a) preside over all meetings of the Board of Directors. In the absence of the Chairperson, the members of the Board of Directors shall elect a presiding officer from the directors present at such meetings.
- (b) vote only when it will affect the result; that is, to break a tie and carry a motion OR to create a tie and defeat a motion.
- (c) serve as a liaison for other organizations.
- (d) exercise those powers granted by these Bylaws as desired or required.
- (e) follow the guidelines for other powers, limitations, duties and obligations as specified in the NATRC Region 1 Board of Directors' Handbook.

Section 2. Secretary. The Secretary of the Board shall

- (a) keep a full and complete record of the proceedings of the Board of Directors.
- (b) have possession of the records of Region 1.
- (c) conduct official correspondence.
- (d) prepare the agenda for each Board meeting.
- (e) discharge such other duties as pertain to that office or as prescribed by the Board of Directors.

Section 3. Treasurer. The Treasurer shall collect and receive all moneys that may be paid to him/her by virtue of this office, account for the same, and deposit said moneys in such bank or banks as may be designated by the Board of Directors. In addition, the Treasurer shall

- (a) be responsible for maintaining said bank accounts.
- (b) keep an accurate record of all financial transactions.
- (c) provide a financial report at each regular meeting of the Board of Directors.
- (d) submit a year-end financial report to the Board of Directors.

Funds shall be paid out, as approved by the Region 1 Board, only on checks of the Region duly signed by any two (2) of three (3) from the Chairperson, Treasurer or Secretary of the Region.

Specific duties and required supplies are specified in the NATRC Region 1 Board of Directors' Handbook.

ARTICLE VII  
Membership

Section 1. Eligibility and Dues. Any person interested in the purposes and objectives of NATRC and Region 1 is eligible for membership and, upon proper application and payment of the required dues, will be accepted as a member. The membership fee is due and payable on January 1<sup>st</sup> of each year. Members paying the unified dues are eligible for NATRC and Region 1 year-end awards. Membership is for one (1) calendar year unless it is a Lifetime membership.

Section 2. Membership Classification. Region 1 memberships shall include Junior, Adult, Family, Adult Lifetime, Family Lifetime, Honorary Lifetime and Associate Memberships. NATRC memberships are similar. The National and Regional Boards will determine the dues, classifications and privileges of their respective members.

Section 3. Region 1 Lifetime Members. Any Region 1 member(s) who paid for their Region 1 Lifetime membership(s) prior to January 1, 2001 and all Region 1 Honorary Lifetime member(s) are not liable for the Region 1 portion of the annual NATRC membership fee. Said Region 1 Lifetime member(s) shall be entitled to all Region 1 benefits and are eligible for Region 1 sponsored year-end awards, regardless of their National membership status.

Section 4. Unpaid Dues. Any member whose dues are unpaid for ninety (90) days shall cease to be a member, shall lose all privileges of membership in Region 1, and shall only be accepted back into membership upon paying the applicable dues.

Section 5. Voting Privileges. No member shall be entitled to vote unless he/she has paid dues and/or is a member in good standing at the time when such voting takes place. Region 1 Lifetime members who are not also NATRC members may only vote for Region 1 Regular directors. Only persons who are current members of both Region 1 and NATRC may vote for Dual directors.

Section 6. Regular Meetings of the General Membership. A regular annual meeting of the general membership shall be held in conjunction with the Region 1 annual convention at a place selected by the Board of Directors.

Section 7. Special Meetings of the General Membership. The Board of Directors shall have authority to call any special meeting of the general membership whenever they deem it necessary. The call for such a meeting shall be published in the Region 1 newsletter or sent to each member by mail or such other communication as may be chosen. Such a call shall state the purpose of the meeting and shall be given not less than thirty (30) days preceding the meeting.

ARTICLE VIII  
Resignation and Removal of Region 1 Members

Section 1. Resignation. The resignation of any regional member shall become effective upon written notice to the Chairperson or Secretary of the Region.

Section 2. Removal. A member may be removed for cause at a hearing of the matter conducted as a formal proceeding under the direction of the Chairperson at any duly constituted Board meeting. The subject member must be provided at least ten (10) days written notice of said hearing stating the cause for which it is intended he/she shall be removed and affording him/her the opportunity to be present and/or represented by any person at the hearing if he/she so chooses. Both sides shall have a full opportunity to present their views. Any continuance requested by either side may be granted at the discretion of the Board or by a ruling of the Chairperson. Removal of a member shall require a two-thirds (2/3) majority vote of the Board members present, a quorum being in attendance.

ARTICLE IX  
Fiscal Year

Section 1. The Fiscal Year of Region 1 shall begin on January 1 and run through December 31 of each year.

ARTICLE X  
Committees

Section 1. Dual Director Nominating Committee. The Region 1 Board of Directors shall select a nominee(s) as Dual director for the National election. The nominee(s) must meet the requirements specified in both the NATRC and Region 1 Bylaws.

Section 2. Region 1 Election Committee. The Region 1 Board of Directors shall accept applications for nomination for Regular directors in the following manner: Persons interested in being a nominee to the Region 1 Board of Directors shall contact the Region 1 Secretary in writing prior to January 1 stating their qualifications and interests. Election of the Regular directors shall be at the regular annual meeting held in conjunction with the Region 1 annual convention. Nominations will not be accepted from the floor at the regular annual meeting. Ballots shall be prepared in advance and distributed at the annual convention to all Region 1 members in good standing. Absentee ballots may be requested from the Secretary in advance. Voted absentee ballots must be received by the Secretary prior to the regular annual meeting.

Section 3. Standing Committees. The Chairperson of the Board, with the approval of the Board of Directors, shall appoint a committee Chairperson for each standing committee. A list of those committees and their detailed job descriptions may be found in the NATRC Region 1 Board of Directors' Handbook.

ARTICLE XI  
Parliamentary Procedure

Section 1. The business of the Region shall be conducted in accordance with the Bylaws of Region 1 in all its meetings of Directors, committees or membership. Where no provisions are found in the Bylaws for any specific proceeding, then the proceeding shall be conducted in accordance with Roberts' Rules of Order.

ARTICLE XII  
Amendments

Section 1. The Board of Directors shall present proposed Bylaws amendments to the Region 1 general membership by publishing them in *The Leadline* for review and comment at least thirty (30) days before the regular annual meeting held in conjunction with the annual convention. A final version of the proposed amendment(s) will be presented on a ballot at the annual meeting. Absentee ballots may be requested from the Secretary in advance. Voted absentee ballots must be received by the Secretary prior to the annual meeting. After taking into account the ballot vote, the Board of Directors may then amend the Bylaws by:

- (a) Written ballot by mail. This method will require an affirmative vote of two-thirds (2/3) of the Board members. A notice of the proposed amendment must be given by mail postmarked not less than thirty (30) days prior to the date on which such ballot must be returned to the Secretary.
- (b) Vote at Board Meeting. This method will require an affirmative vote of two-thirds (2/3) of the Board members present, a quorum being in attendance. A notice of such amendment must be mailed to each Board member not less than thirty (30) days prior to the date of the Board meeting where such amendment is to be considered.

ARTICLE XIII  
Order of Business

Section 1. The following shall be the order of the business of a regular meeting of the Region 1 Board of Directors and of the membership of the Region :

- (a) Reading of Minutes
- (b) Reports of Officers
  - (1) Chairman
  - (2) Secretary
  - (3) Treasurer
- (c) Communications/ Correspondence
- (d) Reports of Committees
  - (1) Standing
  - (2) Special
- (e) Old Business
- (f) New Business
- (g) Speakers
- (h) Adjournment

Section 2. At each meeting of the membership, the minutes of the meetings of the Board of Directors shall be made available to the membership present.

These Bylaws, as adopted, under provisions herein set forth, replace any and all Bylaws or Amendments thereto, previously utilized by Region 1 and shall be the Bylaws governing Region 1 of the North American Trail Ride Conference.

The above Amended Bylaws were duly adopted at a regular meeting of the Board of Directors of Region 1, North American Trail Ride Conference, on the 16th day of March, 2008, and I, Angie Meroshnekoff, Chairperson of Region 1, do so certify.

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ANGIE MEROSHNEKOFF  
Chairperson