

Vermont Farriers Association Bylaws

Article I

The name of the corporation is the Vermont Farriers Association, Inc.

Article II

The purposed of the Vermont Farriers Association is to organize farriers and other interested parties for the promotion of interest in the art and science of the farrier; to inform the public, and particularly the horse owner, of a quality and standard of service to which s/he is entitled as defined in the Standards of Conduct of the farrier which is part of the Bylaws; to assist those who want to enter the farrier trade; to assist a farrier to further his/her skills; to provide a forum to formulate and express policies of the Association to the public and to private and public organizations; to cooperate with other related associations, groups, councils, boards or interests of the equine industry and for any other purpose(s) not forbidden by law.

Article III – Membership

Application for membership must be made to the Association.

- 1) Regular members shall be practicing farriers, past or present, by paying current dues. Regular members may hold office and have voting privileges.
- 2) Associate members may be accepted any time by paying dues. Associate members may not hold office and do not have voting privileges.
- 3) Honorary members will be approved by a majority vote of the Board of Officers. May be nominated by any member in good standing. Honorary members shall have no voting privileges, pay no dues and may not hold office.
- 4) Sustaining members are those persons or organizations who have shown exemplary financial assistance or other support to the VtFA. Sustaining members shall have no voting privileges, pay no dues and may not hold office.
- 5) Exceptions to the membership rules can be made at any time by the voting membership.

Article IV – Standards of Conduct

The VtFA, as represented by the officers, Board of Directors and its members, has the responsibility of conducting itself in a businesslike and professional manner when dealing with colleagues, businesses and other equine professionals, be they individuals or associations and the public. An obligation exists to set a standard of conduct befitting the VtFA's Constitution and Bylaws. The actions of the VtFA are expected to enhance the honor and dignity of the farrier profession, expand the base of professional knowledge of farriery and render service to the community.

Article V – Finances

- 1) The elected officers are responsible for maintaining a balanced budget within the resources of the Association
- 2) The Treasurer shall approve dispersal of funds.
- 3) The Treasurer at the annual general membership meeting shall present a proposed budget for the coming year to the Board of Officers.

- 4) An officer and the Treasurer or two officers shall sign all checks written on Association accounts. The Treasurer is authorized to establish and maintain a petty cash fund to cover incidental expenses. Accounting of this fund shall be to the Treasurer.
- 5) The duly elected or appointed Treasurer shall keep records of funds of the Association. A quarterly statement of the financial condition of the VtFA shall be kept by the Treasurer to be presented at regular business meetings. A yearly accounting will be presented at the annual general membership meeting. All accounts will be audited at least annually or as otherwise specified by the Board of Officers.

Article VI – Dues

- 1) The Board of Officers shall set the annual dues amount for Regular & Associate members. Dues for a twelve-month period shall be paid in advance. Member dues will cover the period beginning January 1st and ending December 31st. There will be no grace period.

Article VII – Duties of Officers

- 1) It shall be the duty of the President to preside at all meetings of the Association, appoint appropriate committees and to perform such functions as may be necessary to efficiently conduct the affairs of the Association
- 2) It shall be the duty of the Vice President in the absence of the President or in his/her inability to serve, the Vice President shall assume the duties described above.
- 3) It shall be the duty of the Secretary to attend all meetings of the Association and keep a record of the proceedings thereof.
- 4) It shall be the duty of the Treasurer to attend all meetings of the Association and to make collection and disbursements and maintain records as provided for in the Constitution, Bylaws and directions of the Board of Officers.

Article VIII – Duties of the Board of Officers

- 1) It shall be the duties of each officer of the Board of Officers to attend all meetings of the VtFA and participate in the management of the affairs of the VtFA.
- 2) It shall be the duty of the Secretary to perform office and business management activities, report upcoming events to the members, by mail, email or telephone, and to transmit the same to the officers.
- 3) It shall be the duty of the Treasurer to collect and receive all monies due the VtFA, draw checks on the treasury for all necessary expenses incurred in the operation and affairs of the VtFA, maintain records of finances and transmit same to the officers.
- 4) It shall be the duty of the Trustee at Large to attend all meetings of the Association.

Article IX – Meetings

- 1) The VtFA may establish the frequency of business meetings and may schedule “short courses”, seminars, workshops and field days at the discretion of the Board of Officers.
- 2) The VtFA President may call general or business meetings, as s/he deems necessary at any time. The Secretary shall issue such a call by notification of all members by regular mail at least thirty (30) days in advance of the planned meeting. The notification shall specify the time, date, place and purpose of the meeting.
- 3) The VtFA President may call special meetings of the Board of Officers, as s/he deems necessary at any time.

Article X – Voting

- 1) Only Regular members in good standing are entitled to vote. Voting may be exercised by voting at special, regular and annual meetings. The member must be physically present or by absentee ballot.
- 2) Associate, honorary and sustaining members are not entitled to vote.
- 3) Absentee ballots may be used to record a vote on a specific issue under discussion.
- 4) Any action, which may be taken at a meeting of the Board of Officers, may be taken without a meeting by mail ballot or voting by other electronic media.

Article XI – Elections

Terms of Office

- 1) The President and Treasurer shall be elected for a term of two (2) years each, of odd numbered years. The Secretary and Vice President shall be elected for a term of two (2) years each, of even numbered years. Officers will assume duties immediately after election. Terms of office shall be limited to two (2) consecutive terms; unless exceptions are voted on by the membership.
- 2) Resignation of an officer shall be in writing to the Board of Officers. If an officer of the VtFA resigns his/her office, the Board of Officers will at their next meeting elect a regular member to fill that post for the remainder of that term.
- 3) Incumbent officers cannot run for another office. They must resign or serve out their term.

Article XII – Standing Committees

- 1) The Board of Officers may establish standing committees as deemed necessary.
- 2) The President shall appoint the chairman of each standing committee.
- 3) Special committees shall be appointed by the President or Board of Officers to carry on the work of the Association.
- 4) The President shall be ex-officio member of all committees.

Article XIII – Headquarters

The Association headquarters shall be the current sitting President's address.

Article XIV – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws or any special rules of order the Association may adopt.

Article XV – Amendments

Amendments may be made to the Constitution and Bylaws as stated in Article IX of the Constitution.

Revised 04/2006