

**Pacific Northwest Fjord Promotional Group
Organizational By-Laws**

(Amended Spring 2007 for final vote Fall 2007)

ARTICLE I: Title and Purpose of Organization

1. The official name shall be "The Pacific Northwest Fjord Promotional Group. (PNFPG)
2. The PNFPG is organized as a non-profit, non-political, international organization. This group's purpose is to promote interest, ownership, and safe use of quality Norwegian Fjord Horses.
3. To promote safely the versatility of the Norwegian Fjord Horse by members' participation in parades, horse shows, fairs, expositions and special functions wherever possible (driving, pulling, riding, halter, etc.) to advertise the varied uses and positive traits for which the Norwegian Fjord Horse is known.

Article II: Membership

1. Membership shall be open to any person with an interest in the Norwegian Fjord Horse. A membership year shall be January 1 to December 31.
2. Membership categories:
 - a. INDIVIDUAL: Any individual wishing to join the PNFPG.
 - b. FAMILY: Families, all residing at the same address, may join as a family membership with all members enjoying the privileges of the PNFPG, except for specified voting privileges stated below.
3. Voting privileges:
 - a. Voting shall be limited to members in good standing, 18 years of age or older, who support the purposes of the PNFPG.
 - b. Individual members may have one vote. Family membership may have 2 votes.
4. Annual dues shall be determined by the Executive Committee. Dues shall last for a period of 1 year, and must be current prior to voting at a biannual meeting.
5. Upon requesting and being accepted for membership in the PNFPG, the applicant agrees to be bound by the By-Laws, or any Rule, Regulation and Procedure duly promulgated by the Executive Committee.
6. Loss of membership or other disciplinary actions may occur upon violation of PNFPG By-Laws, or any Rule, Regulation or Procedure duly promulgated by the Executive Committee to accomplish the objectives of the By-Laws.

ARTICLE III: Organization

1. Shall consist of officers, committee chairpersons, committee members and all members in good standing.
2. A Nominating Committee shall be composed of the Vice Chairperson and 2 volunteers. The Vice Chairperson shall serve as the chair of the Nominating Committee.
 - a. The Nominating Committee shall prepare a list and qualifications of nominees eligible and willing to serve as Officers of the PNFPG. This list shall be presented to the Secretary at least 60 days prior to the Fall meeting and shall then be included in the newsletter or direct mail to the membership at least 1 month prior to the Fall meeting.
 - b. Those desiring to stand for office shall include a biography of themselves (less than 100 words) and a statement of what they desire to accomplish during their term (also less than 100 words). The biography statement will be included in the publications by the Secretary, mentioned above.
3. Candidates for PNFPG Officer shall:
 - a. Have been a voting member in good standing for at least 2 consecutive years immediately prior to being a candidate for the Board,
 - b. Be at least 21 years of age,
 - c. Agree to uphold and abide by the By-Laws and the Rules and Regulations and Procedures of the PNFPG, and
 - d. Be an owner of at least one registered Fjord Horse.
4. Officers: Chairperson, Vice-chairperson, Secretary, Treasurer, Promotional Coordinator, Newsletter Editor.
5. Terms of Officers: Term shall be for 2 years. The Chairman, Treasurer, and Promotional Coordinator shall be elected in even years. The Vice-Chairperson and Secretary shall be elected in odd numbered years. The Newsletter Editor may hold office for longer periods of time, if approved by a vote of the members.
6. Limits of Officers: No officer shall serve more than two subsequent terms in the same capacity. No officer shall hold more than one office concurrently.
7. Basic outline of officer functions: May include but may not be limited to, conducting the normal business of the organization on behalf of all members as further outlined in these By-Laws. Decisions of importance and considered other than normal business must be put to a vote of the membership present at a meeting.
8. Termination of Officers: Should any officer be unable or unwilling to fulfill their term, that officer shall inform the Chairperson or Secretary or Vice-Chairperson that they wish to resign. An officer who has (2) absences from the regular meetings may be removed from office by the Executive Committee. All officer absences are to be noted in the minutes of the regular meetings.
9. Vacancies: Should officer positions become vacant before term ends, the Chairperson may nominate a temporary replacement. The remaining board of officers must approve the nomination for appointment. The temporary position may be filled at the next regular meeting by a normal election process.

Temporary replacements may also be elected to a successive full term. All vacancies will be reported in the Newsletter if time permits.

10. Duties of Officers:

- a. Chairperson: To be responsible to conduct all regular meetings and Executive Board sessions. To prepare the meeting agenda with input from membership and to perform any and all other duties usually required of a Chairperson of an organization.
- b. Vice-Chairperson: In the absence of the Chair, the Vice-Chair shall conduct all meetings and perform the Chair's duties, shall assist other officers as required and shall be the chairperson of the nomination committee.
- c. Secretary: Responsible to attend all meetings, keep full and complete records of all proceedings, including members in attendance and to take minutes of all meetings. Minutes will be reviewed by the Chairperson and mailed to the general membership within 30 days. The Secretary maintains a current file of official PNFPF documents and correspondence. He/she will assist with the duties for voting procedures. The Secretary will conduct the meeting in cases of both Chair and Vice-Chair absence.
- d. Treasurer: To keep full and accurate account of receipts and disbursements, to deposit all money from any source of PNFPF into the PNFPF checking account, and to pay all expenses in a timely manner. A financial report will be given at each meeting. All financial reports may be subject to an annual review.
- e. Newsletter Editor: To publish the PNFPF newsletter in an interesting and professional manner with support from all other officers.
- f. Committee Chairperson(s): To conduct the business of their committee and to select supporting committee members and to attend all PNFPF regular meetings to present a report summarizing the progress of their committee.

11. The Executive Board:

- a. The Executive Board shall be the Chairperson, the Vice-Chair, the Secretary and the Treasurer.
- b. The Executive Board shall have responsibility for the general management of and authority over the property, business and affairs of the PNFPF. Officers are authorized to carry out the objectives of the PNFPF and to apply for and receive funds from any and all sources and may appropriate those funds as they see fit to carry out, manage and defend the policies and objective of the PNFPF.
- c. The Executive Board shall hold at least one meeting annually following the election of Officers, for the purpose of transaction of such business as may properly come before it.
- d. Additional meetings of the Executive Board shall convene at a time and means as designated by the Chairman, including telephone conferences.
- e. The Secretary shall keep a written record of Executive Board meetings, inclusive of Executive Sessions, and shall make such records available at the biannual meetings and/or in the official publication of the PNFPF.

- f. A quorum for Executive Board Meetings shall be three.
- g. In the case of a vacancy in the Executive Committee, the Committee shall unanimously appoint a member to serve in the vacant position until the next election.
- h. The Executive Board shall make and enforce the rules of membership and shall adopt, at its discretion, rules recommended by standing and special committees.
- i. The Executive Board is empowered to set dues and fees in accordance with the needs of PNFPG.
- j. The Executive Board may attend to any other business that may come before it that pertains to the operation of the PNFPG as outlined herein.

ARTICLE IV: Meetings

- 1. Two general meetings will be held each year, a spring meeting and a fall meeting, times and places to be decided at the close of the regular meeting.
- 2. Roberts Rules of Order will be the governing procedure unless otherwise agreed to by the membership.
- 3. Voting for officers or for decisions which may cause concern for the voting members will be by secret ballot. All other voting may be by a show of hands or voice, as determined by the Chairperson. Ratification will be by a simple majority.
- 4. Officers, members and guests must show respect, support and good judgment for and toward fellow members at all times. Threats, abusive language, violence and/or acts of damage to person, property or character will not be tolerated and will be just cause for suspension from this organization.
- 5. Quorum: A quorum for conducting business shall consist of members present at a duly scheduled biannual meeting.
- 6. Absentee balloting shall be allowed for the election of officers only. Those standing for office shall comply with the requirements outlined in the Nominating Committee. The Secretary will determine the appropriate mechanism for conducting the absentee count.

ARTICLE V: By-Laws

- 1. Proposed amendments to the PNFPG By-Laws shall be made by a majority vote of the Executive Committee. Such proposed amendments shall be presented in an official PNFPG publication prior to a subsequent biannual meeting, for comment and action by the membership.
- 2. The proposed amendment(s) shall then be read at the next regular meeting and voted on at the following regular meeting. The By-law and the proposed amendment will again be published in the Newsletter or by special mailing, preceding the second meeting. If the proposed amendment(s) are approved they

shall become effective immediately. When an amendment to these By-laws is adopted the Secretary shall also make a record of the change(s) separately from the minutes. The Secretary will forward the changed By-law to the Newsletter Editor for publication.

ARTICLE VI: Dissolution

1. If, for any reason, disbanding of this organization occurs, the following procedure will be followed:
 - a. Meeting: A special meeting will be called by the Executive Board. All members will be notified by mail. The following will be decided at the meeting.
 - b. How to dispose, sell or release the property of the PNFPFG.
 - c. A list of organizations directly involved with the Norwegian Fjord Horse will be compiled. This list must also meet the criteria of non-profit.
 - d. One or more organizations may share in the receipt of funds, chosen by secret ballot of the members present.
 - e. All elected officers at the meeting will be involved, and approve the dispersal in accordance with the laws of the State of Washington.
2. All records of the PNFPFG will be kept by the Chairperson at the time of the dissolution or liquidation of the PNFPFG for a period of not less than 7 years.