

SECRETARY/TREASURER POSITION SPLIT PROPOSAL for MEMBER REVIEW

RATIONALE for Proposal: It is the responsibility of the Board of Directors (BoD) to ensure proper management of the property and business of UMECRA. As the organization has developed and grown over the years, the management and business responsibilities of the Secretary/Treasurer position have also grown, and it has become increasingly evident that the duties of this position are too numerous for it to be a singular position for one person to take care of. The BoD has decided to propose to the Association that we split the one position into two: separate Secretary and Treasurer positions. A committee of board members has been working over the past year to address what changes to the bylaws would be needed and to equitably divide the duties associated with the two positions to ensure that UMECRA can function with both efficiency and accuracy.

Secretary Duties/Responsibilities:

- Responsible for annual or periodical renewals of the corporation's good standing with the Minnesota Secretary of State.
- Attend all sessions of the BoD and of all meetings of the members and record all votes and the minutes of all proceedings in a book kept for that purpose; and perform like duties for the standing or appointed committees when required.
- The Secretary shall serve as a member of the Executive Committee.
- Shall give, or cause to be given, notice of all meetings of the members and of the BoD, and shall perform all other duties as may be prescribed by the BoD or President, under whose supervision s/he shall be.
- Maintain records of the BoD and ensures effective management of the organizations records.
- Ensures all minutes of the board, members and/or committee meetings are distributed to members in a timely fashion.
- Submits all minutes to the Newsletter Editor and Web-Coordinator for inclusion into the newsletter and the UMECRA website.
- Is sufficiently familiar with legal documents (articles, bylaws and organizational resolutions) to note applicability during meetings.
- Works with UMECRA President and BoD to create necessary agendas for all meetings of the organization.
- Responsible for the printing of reports, documents and agendas needed for the Annual Meeting/Convention, other meetings of the organization, the ride schedule and supporting documents (IE: financial, data information, ballots, proposals, etc.).
- Places a notice in the December newsletter to inform RM's to send in names of their voting delegates.
- Prepares the ride Delegate voting list including appropriate proxies for the Annual Meeting. Assures accuracy of voting delegates prior to the Annual Meeting.
- Updates the BoD Yahoo group email account.
- Processes memberships (initial and renewals) with the Treasurer and keeps an accurate record of memberships (names, single, family, Juniors, totals, etc.) throughout the year.

- Provides the membership information to the Points Keeper and Webmaster so that they can keep accurate records of member information.
- Sends updated membership lists to Sanctioning Coordinator (also to individual printing/putting together membership directory).
 - Receives and forwards any notice of ride cancellations to the Executive Board and to the newsletter editor and website coordinator.
 - The Secretary will inform the BoD of any petitions received regarding ride results and point standings.
 - Records and maintains letters of any Junior rider switching divisions (Junior to Senior).
 - Responsible for maintaining contact information of all RM's as provided by the ride managers.
 - Responsible for contacting insurance company for insurance coverage, quotes and credits due to ride cancellations. Prepares the Ride Insurance application and spreadsheet to send to the insurance company along with a copy of the current ride entry form (required by the insurance company).
 - Mails out insurance certificates to appropriate RM's as they are received along with costs of the insurance coverage requested by the RM throughout the ride season.
 - Collects ride results, ride fees and insurance payments if applicable from the rides. Contacts the RM of rides when fees are not paid in 14 days and informs them of the \$50.00 late fee. Informs the President when a ride is late with fees. Secretary shall report to the UMECRA Board on rides with outstanding bills 21 days past the due date. Forwards all fees to the Treasurer in a timely manner.
 - Communicates with the Sanctioning Coordinator and President of any sanctioning fees not paid by Feb. 1st.

Treasurer Duties/Responsibilities:

- The Treasurer shall have custody and maintenance of the corporate funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to the corporation and shall deposit all monies, and other valuable effects in the name and to the credit of the corporation, in such depositories as may be designated by the Board of Directors (BoD).
- The treasurer shall disburse the funds of the corporation as may be ordered by the BoD, taking the proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meetings of the BoD, or whenever they may require it, an account of all her/his transactions as Treasurer and of the financial condition of the corporation.
- The Treasurer shall give the corporation a bond at the corporations expense if required by a majority of the BoD, in such amount as they determine, and with one or more securities satisfactory to the Board, for the faithful performance of the duties of her/his office, and for the restoration to the corporation in case of her/his death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and other property, of whatever kind in her/his possession or under her/his control belonging to the corporation.
- All checks and notes of the corporation shall be signed by the Treasurer or the President, or Vice President or by such other officers or agents as may be from time to time be designated by resolution of the BoD.

- The Treasurer shall serve as a member of the Executive Committee.
- The Treasurer shall submit her/his accounts to the auditing committee at their request.
- Manages and administrates the financial matters of the corporation (processing all invoices and bills).
- Collects fees/monies received from the convention and Silent Auction and disburses such into the appropriate funds (convention, trails, scholarship and competition) as defined by BoD resolution.
- Provides annual budget for member approval.
- Prepares the financial reports (Profit and Loss) and an accounts Balance Sheet for all BoD meetings and for the Annual Meeting.
- Records the ride payments of all fees accessed and collected (sanctioning, rider fees, late fees, etc.).
- Processes and records all membership fees.

Bylaw Changes Needed (if membership approves the proposal):

- Art. I Sec. 2 The Secretary/~~Treasurer~~ or designee shall be responsible for annual or periodic renewals of the corporation's good standing with the Minnesota Secretary of State. (1/23/16).
- Art. IV Sec. 1 ELECTION OF DIRECTORS AND SIZE OF BOARD OF DIRECTORS. The property and business of the corporation shall be managed by its Board of Directors. Only official Ride Manager delegates, as listed on the immediately preceding year/season's sanctioning application, as it may have been amended, may be elected as Officers or as Directors, with the following exceptions: the Board position of Veterinarian Representative will be composed of an endurance or competitive ride veterinarian, President (see, Article IV, Section 5, below) ~~and Secretary/Treasurer~~ (see Article IV, Section 7, below) and Treasurer (see, Article IV, Section 8, below). Authorized alternate voting delegates shall not be eligible for election for the purpose of this section. (1/25/09)
The Board shall not be less than three in number and not more than sixteen. The Board shall consist of a President, Vice President, Secretary, ~~+~~ Treasurer, immediate Past President, two members at Large, or more as may be determined by majority of the Board of Directors up to a maximum of six, a Veterinarian Representative and up to four Geographic Board Members and four Rider Representatives. (1/23/10)
- Section 7. SECRETARY The Secretary/~~Treasurer~~ shall attend all sessions of the Board of Directors and of all meetings of the members and record all votes and the minutes of all proceedings in a book kept for that purpose; and shall perform like duties for the standing or appointed committees when required. S/he shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision s/he shall be. Due to its requirements and nature, the position of Secretary may be filled by either a current Delegate or a current UMECRA Member with a minimum of three (3) years as a UMECRA Ride Manager. (1/18/20)
- Section 8. SECRETARY/TREASURER. The Treasurer shall attend all sessions of the Board of Directors and of all meetings of the members. S/he shall keep in safe custody the seal of the corporation, if any, and when authorized by the Board, affix the same to any instrument

- requiring it. S/he shall have custody and maintenance of the corporate funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to the corporation and shall deposit all monies, and other valuable effects in the name and to the credit of the corporation, in such depositories as may be designated by the Board of Directors. S/he shall disburse the funds of the corporation as may be ordered by the Board, taking the proper vouchers for such disbursements, and shall render to the President and directors, at the regular meetings of the Board, or whenever they may require it, an account of all her/his transactions as ~~Secretary~~/Treasurer and of the financial condition of the corporation. S/he shall give the corporation a bond at the corporations expense if required by a majority of the Board of Directors, in such amount as they may determine, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of her/his office, and for the restoration to the corporation in case of her/his death, resignation, retirement or removal from office, of all books, papers, vouchers, money, and other property, of whatever kind in her/his possession or under her/his control belonging to the corporation. Due to its requirements and nature, the position of ~~Secretary~~-Treasurer may be filled by either a current Delegate or a current UMECRA Member with a minimum of three (3) years as a UMECRA Ride Manager. (1/15/11)
- Art. VI Sec. 1 ELECTION. When a quorum of the delegates is present at the annual meeting, a simple majority shall elect a president, a vice president, secretary, and a ~~secretary~~-treasurer, all of whom shall be members of the Board. Commencing at the January 2008 convention the President will be elected to a two-year term. Commencing at the January 2007 convention the Vice President, ~~and~~Secretary and Treasurer will be elected to a two-year term. Said officers shall hold office until their successors are elected and qualified. (1/20/07)
 - Art. IX Sec. 1 EXECUTIVE COMMITTEE An Executive Committee of the Board will be made up of its President, Vice President, Secretary, ~~T~~Treasurer, and Immediate Past President.
 - Art. IX Sec. 4. AUDIT COMMITTEE. The President may, upon the affirmative action of the Board of Directors, designate two or more persons from the membership of the corporation to constitute an Audit Committee, which, to the extent determined by the President, shall have and exercise the authority of the Board of Directors in the auditing of the accounts of the corporation and shall have full access to all books of the corporation in the possession of any Officer of the corporation. The ~~Secretary~~/Treasurer shall submit her/his accounts to the auditing committee and any time within ten (10) business days with their reasonable request. (1/28/17)
 - Art. X The corporation may be wound up and dissolved either voluntarily or involuntarily. If the proceedings are voluntary, they may be conducted either out of court or subject to the supervision of the court. If involuntary, they shall be subject to the supervision of the court. Voluntary proceedings for dissolution may be instituted whenever a resolution therefore is adopted by two-thirds of the voting delegates of the corporation present at a meeting of the corporation duly called for that express purpose. The resolution may provide that the affairs of the corporation shall be wound up out of court, in which case the resolution shall designate a trustee or trustees to conduct the winding up, and may provide a method for filling vacancies in the office of the trustee; but such appointment shall not be operative until a certificate, setting forth the resolution and the manner of adoption thereof, signed and acknowledged by the President or Vice President and by the ~~Secretary~~/Treasurer shall

be filed for record with the Minnesota Secretary of State together with any other requirements under the statues. (1/23/16) Upon dissolution, property and assets shall be distributed in accordance with Minnesota Statues 317.57 and acts amendatory thereto. The Articles of Incorporation shall be amended in accordance with Minnesota statues 317.27 and acts amendatory thereto.

Acknowledged as the Current & Valid Adopted By-Laws of the Corporation by:

As its **Secretary Treasurer**

Name

Date

As its President

Name

Date