

## **Article XII**

### **Committees**

Various committees and their chairpersons may be appointed by the president and approved by the Board to help conduct the business of the Association. Committee chairpersons may attend any meetings of the Board as non-voting members. Committee chairs are required to submit a proposed budget for approval by the Board of Directors. **Committees are to submit a report, to the secretary, for all Board of Director Meetings no less than ten (10) days prior to the meeting. If a report has not been received by the secretary within ten (10) days prior to the Board of Directors meeting, no business pertaining to that committee shall be addressed at the meeting.** All committees shall report to the Board on their activities and recommend policy changes to the Board. All expenditures beyond the budgeted amount for the committee must be approved by the Board prior to the expenditure. All financial transactions conducted by committees (i.e. disbursements and receivables) will be conducted through the office of the WQHA treasurer. **Chairpersons must submit a financial report to the Board at the conclusion of their committee's activities for the current fiscal year.** **Committees shall be required to turn over all hard copy and digital files to the WQHA Board of Directors upon request at completion of the committee's activities, or upon chairperson's resignation.** Any member of a committee who fails to perform his/her duties may be removed from the committee by a two-thirds vote of the Executive Committee.

## **Article XIII**

### **Meetings**

The annual meeting of the Association shall be held at a location and time determined by the President, not prior to the second Saturday in October, nor later than the second Saturday in November. Notice of the annual meeting shall be published in the calendar of events on the WQHA website, emailed and/or mailed. The annual awards banquet shall be held on a date approved by the Board of Directors. District members select nominees for district office. In addition to the annual meeting, a general membership meeting may be held in the spring if called by the Board of Directors with proper notice to the membership. **Special meetings may be called by the President or by any five (5) members of the Board of Directors with at least a ten (10) day written notice indicating the purpose of the meeting.** Prior to all meetings, no less than one week (7 days), an agenda must be mail/e-mailed/published to the Board of Directors. The secretary must send a draft of the minutes to the Board of Directors no more than ten (10) days after the conclusion of a meeting.

**~~Special meetings may be called by the President or by any five (5) members of the Board of Directors with at least a ten (10) day written notice and an agenda indicating the purpose of the meeting.~~** At all meetings of the Association, holders of a family, partnership, farm, firm or corporation membership shall be allowed two (2) votes provided the designated representatives are present; holders of a single membership

shall be allowed one (1) vote. Proxy votes will be accepted for any member in good standing provided that the presiding officer has a signed statement authorizing the proxy vote. Board members attending via teleconference or virtually, shall have one vote and will count towards a quorum. In the event that a quorum is not present for a Board of Directors meeting, members in attendance from a director's home district may be appointed by the presiding officer to proxy for that director provided that no district may be represented by more than their allotted votes.