

2012 AVA CONSTITUTION & BYLAWS

present with the inclusion of the affected Director. Any new Director will be advised of this policy upon entering the duties of his or her office.

Section 3. Conflict of Interest Policy. The Board of Directors shall adopt a Conflict of Interest Policy including minimizing conflict of interest situations regarding the selection of athletes, horses, coaches, trainers, managers, administrators, veterinarians, officials and others for competitions. All Officers, Board members, Committee members, staff, and other volunteers as determined by the Board of Directors shall be required to sign the policy before taking office or assuming their duties.

ARTICLE VII — ELECTIONS AND VOTING (Refer to Standing Rules: Section IV, Nominations and Elections for further election guidelines)

Section 1. Adult Members in good standing shall be entitled to one vote.

Section 2. Voting method for Directors, Officers and Regional Supervisors may be determined or changed by the Board of Directors at the Annual Meeting each year, provided that the method selected does not jeopardize voting anonymity, the ability for members to vote from their home, and provides a written record of results. ~~The default method shall be by electronic votes submitted through an on-line election using a web interface with a mail ballot option. Members must submit their election for a mail ballot to the National Office as part of their member profile during registration. If a member wishes to change their ballot option, requests to change the member profile relating to ballot option must be submitted no later than May 1.~~

Section 3. Nomination of the Board of Directors, Officers and Regional Supervisors:

- a. At the appropriate time, the General Secretary shall notify the membership that nominations are open.
- b. The Nominations Committee shall present a sufficient number of Director and Officer nominees to meet the required number as determined by the Board of Directors. The Committee shall also present a slate of Regional Supervisor candidates in all eligible Regions for all odd-year elections. The Committee shall receive nominations from the membership and shall, when necessary, nominate individuals for office.
- c. The Nominations Committee Chairperson shall mail questionnaires to all nominated candidates to be returned to the Nominations Committee Chairperson in order to be eligible for election.

2012 AVA CONSTITUTION & BYLAWS

- d. In all cases, consent of the nominee must be obtained prior to election.

Section 4. Election Procedures:

- a. The National Office Manager shall prepare the ballot of Nominees as provided by the Nominations Committee. Mail ballots shall be affixed with the Corporate Seal. The National Office Manager shall distribute the ballot as provided for in the Standing Rules, Section IV. B.
- b. Returned ballots shall remain sealed until delivered to the Ballot Committee. The Committee shall, in the witness of each other, open and count the ballots ~~during the National Championships~~. The result of their counting shall be the election results. The ballots shall then all be sealed into an envelope. The outside of the envelope shall carry the date and official results of the election, as well as the signatures of the Committee Members. The envelope shall be placed in a file with the National Office. Ballots may be destroyed after the first Annual Meeting of the Membership following the election.
- c. Any ballot received after the closing date shall be discarded.

ARTICLE VIII — MEETINGS (see Standing Rules, Section VI, Meetings for more information)

Section 1. There shall be one Annual Meeting of the Association in each year in such month and on such day, time and place as the Executive Board may designate. The business at annual meetings shall include, at least, the Report of the Treasurer, Reports of the Board of Directors and of Committees, appointment of the Nominating Committee and appointment of the Grievance Committee.

Section 2. The President shall have the power to call a meeting of the Association at any time, and must call a meeting when requested in writing to do so by any eight (8) members of the Board of Directors or by two-thirds of the eligible Individual members of the Association. Written notice of such meeting must be given to all members at least three (3) weeks prior to the meeting.

ARTICLE IX — NATIONAL OFFICE

Section 1. A National Office Manager shall maintain permanent files of the Association, prepare and mail the ballots for all official elections, attend to member and outside correspondence, maintain all membership and other records, pay bills, issue and co-sign checks, attend to bookkeeping tasks of the Association, be custodian of the Seal of the Association, and attend to any other administrative tasks as directed by the Board of Directors.