



Thurston County Equine Outreach Bylaws

These Bylaws have been adopted to establish rules and guidance for Thurston County Equine Outreach (TCEO), a non-profit volunteer organization in support of Thurston County Emergency Management.

Article I: Purpose

The purpose of the TCEO is to provide trained volunteers to assist in the following:

- A. Support the mission of Thurston County Emergency Management under the Emergency Worker Program (Chapter 118-04 WAC).
- B. Respond as an Emergency Worker for emergencies, disasters and related incidents, involving equines and owners.
- C. Provide education, training, support, and awareness relative to safety, specific to equine activities and evacuation in case of an emergency in Thurston County.
- D. Provide other assistance as deemed necessary by Thurston County Emergency Management.

Article II: Membership

- A. Volunteer applicants must be at least 18 years of age, U.S. Citizen and pass a Thurston County Emergency Management background investigation.
- B. Volunteer must be complete all required training.
- C. When providing mounted volunteer work, volunteers must be capable riders equal to TCEO Bronze Level Training Standards.
- D. Certification will be every three (3) years for each equine.
- E. Volunteer applicants must provide their own mount and transportation.
- F. Membership is open to non-riding members who are required to comply with items A and B.
- G. Members meeting the above requirements will be provided reimbursement to cover cost of required training fees annually.

Article III: Officers and Duties

The elected officers of TCEO will be the President, Vice-President, Secretary and Treasurer. Each officer shall act as representatives of TCEO. The term of office shall be one year.

A. Duties of the President:

1. Preside over all meetings.

2. Approve meeting materials.
3. Establish committees as necessary.
4. Call for special meetings and emergency votes, as necessary.
5. Make monetary decisions in collaboration with the Treasurer and Vice President as necessary with approval by membership in subsequent monthly meeting. If monetary decision is not approved, funds must be reimbursed to treasury.

B. Duties of the Vice-President:

1. Act on behalf of the President in the event of the President's absence.
2. Assume the office of the President for the remainder of the term in the event the President is unable to complete the term of office.

C. Duties of the Secretary:

1. Take minutes at all meetings.
2. Answer correspondence and provide welcome packet to new members.
3. Distribute minutes of the meetings for review prior to the next meeting.
4. Remind members of meetings when minutes are distributed.
5. Maintain current membership roster and phone tree.

D. Duties of the Treasurer:

1. Keep appropriate records of the finances of TCEO.
2. Provide a financial report at each meeting.
3. Document receipts and disbursements between meetings with the approval of the President.
4. Ensure the accounts are audited each year or when there is a change in Treasurer.
5. Ensure that the IRS 990 forms for non-profits are properly filed.
6. Keep business license renewal current.
7. The fiscal year shall be January 1 through December 31.
8. The audit will be completed by the end of February. A committee of not less than two (2), none of whom are officers, will report results to membership.
9. In the event of the dissolution of TCEO, the Treasurer is directed to pay all outstanding debts.

Article IV: Meetings

All regular meetings will be held the fourth Tuesday of each month.

1. Each member in good standing, and present at a general membership meeting, shall be entitled to 1 (one) vote on any issue that comes before the membership. Members must be present at the meeting to vote on general matters. A quorum shall be defined as the majority of the number of members present.
2. The President is authorized to change or cancel meetings when necessary.
3. Requests for Leave of Absence shall be approved by the Executive Board.
4. Robert's Rules of Order shall prevail, unless otherwise specified in these Bylaws.
5. Voting by email is allowed on issues that are time sensitive. Results must be the majority of votes cast.

Article V: Uniforms

When performing TCEO duties, each member shall be in proper uniform consisting of:

1. Member provided:
 - a. Pants and boots
 - b. First Aid Kits
 - c. Saddle and tack
2. TCEO provided:
 - a. Reflective outer wear
 - b. Uniform shirt (1)

Article VI: Elections

Elections are held on an annual basis for President, Vice President, Treasurer, and Secretary.

1. Elections shall be held during the November meeting with the new officers' term starting January 1st. Nominations will be handled per the "nominations from the floor" process set forth in Robert's Rules of Order and will officially open at the October meeting.
2. Members may volunteer for office or be nominated by other members.
3. Each office holds a one-year term with the opportunity to run for a second term through the nomination and election process.

4. Elections are by written ballot if more than one person is running for office. Members must be at the meeting to vote. The person receiving the majority of the votes will be selected. If only one person is running for a position, the membership can choose to vote verbally with the majority vote selecting the new officer.

5. Officers may be removed by an affirmative vote of two thirds of the membership. Notification of action to remove an officer must be made at the preceding meeting that the action is to take place. Such action would result from inattention to duties and/or responsibilities, failure to attend three or more consecutive meetings without excusable cause, or conduct that may adversely reflect on the integrity of TCEO.

6. Officers shall serve without compensation.

Article VIII: Adoption of Bylaws

These Bylaws as adopted on this 22nd day of October, 2024, hereby supersede all previous bylaws of Thurston County Equine Outreach (TCEO).

In witness whereof, the undersigned, as per the resolution duly passed by the membership (or Board of Officers) in the TCEO general meeting, do hereby adopt and ratify these bylaws.

1. Karen Daniels Signature Oct 22, 2024 Date

2. Elizabeth Hawk Signature October 22, 2024 Date