



Constitution

Dhahran Arabian Horse Association

2022

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Dhahran Arabian Horse Association

Constitution 2021

1. NAME

The name of this organization shall be the “Dhahran Arabian Horse Association”, hereinafter referred to as “DAHA”.

2. PURPOSE AND LIABILITY

The purpose of this organization is to operate facilities (hereinafter referred to as the “Stables”) on a non-profit basis as a Self-Directed Group. All revenue of the Stables should be directed to the stabling and care of horses, to promote the Stables, its activities, interest in horses and horsemanship, and to foster good fellowship among members, guided by the standards set forth by the Fédération Equestre Internationale (FEI) and/or British Horse Society (BHS), as currently published and in effect, such to include modifications permitted for local conditions within the framework of such rules.

Neither DAHA, its contractors, its contractors’ employees, nor Saudi Aramco, shall be liable for any injury to any member, guest, or for the loss of or damage to any property, including horses, of any member or guest of any member.

3. MEMBERSHIP

Membership of DAHA is required to stable a horse at DAHA, to apply for a permanent stall, to obtain riding privileges on any member’s horse, or to take lessons from an instructor. (Lessons for non-members must be approved by the Board.) Membership is encouraged for individuals who regularly use the Stables, horses, or facilities as a guest of a member.

3.1. Eligibility

Membership is open to all 11+ Saudi Aramco employees and/or dependents who are eligible to use family camp recreation facilities and have an assigned personal Dhahran P.O. Box number, whether or not they live in the camp, and to all residents of Dhahran camp regardless of company affiliation as per the Recreation Operations Manual.

To ensure safety, every new member - full or associate - will be required to complete an assessment. This assessment will cover basic knowledge in safe handling practices, horse care and DAHA Rules & Regulations. If the member is lacking basic knowledge, he/she will be required to complete a New Horse Owner Course within the first month of the horse's arrival or prior to participating in any riding activity at DAHA free of charge.

3.2. Regular Membership

3.2.1. Regular Membership can be obtained only by owning a horse and keeping the

horse full time at the Stables.

- 3.2.2.** With regards to ownership, and in the context of regular membership, only one owner can be listed as the legal owner at a time.

3.3. Associate Membership

- 3.3.1.** Associate Membership will be required of any eligible person, as defined by the Recreation Operations Manual, who has regular access to a horse, either via the lesson lease program or by rider privileges granted by owner, and who utilizes the Stables except to compete in any event or competition declared exempt by the Board of Directors.

3.4. Affiliate Membership

Affiliate Membership may be obtained by any eligible person, as defined by the Recreation Operations Manual, who is not a Regular Member and does not utilize the Stables or have regular access to a horse. Affiliate members have access to DAHA events and programs such as Pony Club and receive member communications and updates.

3.5. Admission to Membership

- 3.5.1.** Application for Membership shall be made to the Business Manager.
- 3.5.2.** The Business Manager shall verify the eligibility of the applicant, and advise the Stable Manager of such application. The Stable Manager shall approve or disapprove an application for Regular membership solely based on the availability of facilities for keeping the applicant's horse. If there are no facilities available, the applicant may then apply for Associate Membership alternatively and will be assigned a waitlist number.
- 3.5.3.** If the application is approved, and upon receipt of dues, the Business Manager shall email new members with the appropriate membership information and directions to the DAHA website which contains the Constitution and Rules & Regulations.
- 3.5.4.** Membership is non-transferable between DAHA and other community horse associations.

3.6. Termination of Membership

- 3.6.1.** Termination of any membership by resignation shall be effective upon delivery of a written resignation to the Business Manager and a copy to the Treasurer.
- 3.6.2.** Termination of any membership shall be effective upon the termination of a member's employment with Saudi Aramco or loss of the member's family camp privileges.
- 3.6.3.** Termination of Regular Membership shall be automatic for failure to keep a horse

at the Stables, except when the failure is due to loss of horse by death or sale of a horse with the intent of purchasing another, in which case the Business Manager, upon request in writing, will extend the Regular Membership for a period of ninety (90) days. Said Regular Member will retain his/her Membership, assigned stall and tack box by payment of the monthly Service Charge during the ninety (90) day period. After ninety (90) days, a Regular Member may either apply for a further extension, or an Associate Membership. Non-payment of the Service Charge will automatically terminate membership.

- 3.6.4.** Termination of Membership shall be automatic for indebtedness to DAHA for a period exceeding ninety (90) days from the billing date.
- 3.6.5.** Termination of any membership by expulsion may be effected for failure to observe the provisions of this Constitution, the Rules & Regulations, conduct not in the best interest of DAHA, violation of Recreation policies or gross and/or repetitive misbehavior towards another member, officer or staff. No member may be expelled unless and until:
 - 3.6.5.1.** A written and signed complaint, stating the grounds on which expulsion is sought, has been presented to the Board of Directors.
 - 3.6.5.2.** The Member complained against, has been given an opportunity to be heard by the Board of Directors in the presence of the complainant(s).
 - 3.6.5.3.** A two-third (2/3) vote of the Board of Directors is required to seek an expulsion. The expulsion shall be approved by Recreation Service Division or an appropriate Saudi Aramco authority.
 - 3.6.5.4.** Termination of any member for any cause shall not relieve the terminated member of any indebtedness he/she owes DAHA and all such indebtedness shall promptly be paid or secured. A person whose membership has been terminated shall promptly dispose of, or remove, any horse(s) belonging to him/her from the Stables or shall make arrangements satisfactory to the Stable Manager for the care and keep of such horse(s) while they are at the Stables after such termination. In the absence of such arrangements, the Stable Manager, with the approval of the Board, shall make such provision for the care of the horse at the expense of the person whose membership has been terminated. If the Business Manager is unable to secure settlement of outstanding debts to DAHA, the Board of Directors will pursue the matter through Saudi Aramco Personnel and the Member's Department Manager. Debts to DAHA shall include all outstanding debts at the time of termination of membership, together with debts incurred for the subsequent care of the horse(s) once under the direction of the Stable Manager.

3.7. Fees

- 3.7.1.** As a condition of membership, every Regular, Associate and Affiliate Member shall pay an Annual Fee, of which no part shall be refunded upon termination of membership.

- 3.7.2.** Should a member change his/her membership to a higher status a possible difference to already paid fees will be due. If the member changes to a lower status a possible reimbursement can only be granted if the change is facilitated on or before June 30th.
- 3.7.3.** New membership starting on or after July 1st will be half the Annual Fee.
- 3.7.4.** The Business Manager will each year propose Fees and Budget to ensure solvency. All services provided at DAHA or by DAHA may incur an admin fee to cover the cost of providing the service; Budget and Fees shall be approved by the Board of Directors.
- 3.7.5.** As a further condition of membership, every Regular Member shall pay a Per Horse Refundable Fee at the time each horse is initially stabled or at the time a horse already at the Stables is purchased. The purpose of the Per Horse Refundable Fee is to provide working capital for the activities of DAHA. The Per Horse Refundable Fee shall be refunded to the Member with his/her final account after each horse is removed from the Stables or sold to another member. Whenever the fee changes, the difference will either be charged or refunded on a per horse basis.
- 3.7.6.** Every Regular Member shall pay a monthly Service Charge for each stall he/she is assigned at the Stables.
- 3.7.7.** Charges shall be billed monthly by the Business Manager and shall be paid in full by the 25th day of each month. Fifteen percent (15%) of the amount of the bill shall be added as a delinquency penalty to all bills not paid by the 25th day of the month. The Business Manager shall report to the Board of Directors each month, the names of all Members whose bills have not been paid in full for sixty (60) days or more from the initial billing date. The Board will then issue a warning letter to said member.

3.8. Obligations of Members

- 3.8.1.** Members are responsible for their own and their guests' compliance with this Constitution, and with the Rules & Regulations of DAHA.
- 3.8.2.** Horse Owning Members must endeavor to provide at least minimum care to their horse(s) in accordance with BHS welfare standards further outlined in the DAHA Rules & Regulations.

These include but are not limited to: freedom from hunger and thirst; freedom from discomfort; freedom from pain, injury, and disease; freedom to express normal and natural behavior; and freedom from fear and distress.

- 3.8.3.** Horse Owning Members must be members of the Arabian Kennel Club (AKC) or DAHA approved veterinary service and comply with their rules and regulations as per Recreation Operations Manual (Chapter 4, Section 6, Article 1.6).

To ensure safety and prevent the outbreak of diseases, Horse Owning Members agree for their horse(s) to receive twice annually routine veterinary care (Herd Health Check), treatment in welfare critical and/or emergency cases, at the expense

of the owner.

- 3.8.4.** Horse Owning Members must provide contact details to the Stable Manager by which he/she may be contacted any time in case of an emergency or within 48h for management/concerns. If the member fails to respond after reasonable efforts have been made, the Stable Manager may assume responsibility for the horse's care until contact is reestablished.
- 3.8.5.** When members and their families are absent or unavailable such that they would not be readily available in an emergency, the responsibility of their horse(s) must be delegated to another Regular or Associate Member as the caretaker. Riding privileges may be granted at the sole discretion of the owner member, and only to Regular or Associate Members. Written notice of such delegation of responsibility and/or riding privileges shall be forwarded to the Stable Manager and the owner shall post a copy in his/her tack box. In the event the caretaker is not available, no caretaker is established, or the horse is not being properly cared for, the Stable Manager may assume responsibility for the horse's care. A notice of the reasons for such action will be sent to the Board, owner member and the caretaker, and any cost will be for the Member's account.

3.9. Privileges of Members

3.9.1. Horse and Stall Limitations

- 3.9.1.1.** Members of DAHA will be limited to two (2) horses, each with one stall.
- 3.9.1.2.** Members of DAHA can increase the number of horses on an "as needed" basis (i.e.; unnecessary extermination of an equine due to member leaving Kingdom, etc.) Any member wishing to increase his/her entitlement should make an application to the Board of Directors, in writing, who will review the matter with Recreation Services Division.
- 3.9.1.3.** No member may bring a horse to the Stables for the specific purpose of sale nor may any Member use their horse for breeding.

3.9.2. Stall Waiting List

When there is a shortage of stalls, the Stable Manager will maintain a stall waiting list in accordance with the current Rules & Regulations. The waiting list will be shared with and reported to the Board.

3.9.3. Other Facilities

- 3.9.3.1.** Other than assigned tack boxes, stalls, hot walker, vet room, farrier room, instructor tack room, and maintenance equipment, all facilities are available for the use of all members equally.
- 3.9.3.2.** In the event DAHA holds a special function (i.e. Gymkhana, Equitation Event, etc.), certain facilities may be reserved for this function.
- 3.9.3.3.** DAHA Instructors have the first call on facilities for lessons and training

on a pre-scheduled basis.

3.9.4. Guests

- 3.9.4.1.** All members of DAHA are permitted to bring guests to the facilities provided that:
 - 3.9.4.1.1.** The guest is eligible to use on-camp facilities or has special permission from Recreation Service Division.
 - 3.9.4.1.2.** The guest shall always be accompanied by the member. The member is responsible for their guests and the behavior of their guests at all times.
 - 3.9.4.1.3.** The guest is made aware of the Rules and Regulations of the Association and must abide by these rules.
 - 3.9.4.1.4.** Members wishing their guests to ride or participate in events must receive special permission from Recreation Services Division. A member should make such request/s to the Stable Manager, in writing. No guest will be allowed to participate in any riding activities until it has been determined that they meet the minimum safety requirements and were granted approval by Recreation Service Division.
 - 3.9.4.1.5.** To ensure safety for everyone, DAHA staff may limit guests for a limited period if there is an unexpected increase in people at the farm.

3.10. Extraordinary Review

- 3.10.1.** Regular Members may, at a General Meeting or a Special Meeting, review, ratify, or reject any act or decision of the Board of Directors or the Management. Where the consideration proposed in a petition for a Special Meeting regards an act directed or approved by the Board, the President shall forthwith direct suspension of the unexecuted portion of such act, until the intent of the meeting has been determined.
- 3.10.2.** Any extraordinary expenditures greater than SR40,000 must be explicitly approved by a vote of the Regular members, even if the total expenditure is within the general budget approved at the previous general meeting. This does not apply to large but routine farm operation expenditures such as services contracts, horseshoes, or hay, which are necessary for the smooth and consistent running of the Stables. All funds spent will be approved by the Board. (See also Article 6.1.4)
- 3.10.3.** A recall of any officer for negligence, non-performance of duties, failure to observe the provisions of this Constitution, the Rules & Regulations, conduct not in the best interest of DAHA, violation of Recreation rules and regulations, or gross and/or repetitive misbehavior towards another member, officer or staff may be initiated by the Secretary or the President once:
 - 3.10.3.1.1.** One officer has received six (6) or more written and signed

complaints within twelve (12) months.

3.10.3.1.2. A regular member presents a written and signed request for a recall to the Board of Directors.

3.10.3.2. The matter must be considered at a meeting of the general membership, either at the next Regular Meeting if within three (3) months, or at a Special Meeting called for that purpose in accordance with Article 6.2, Special Meetings.

3.10.3.3. A two-third (2/3) majority of votes cast (including proxies) shall be sufficient to carry a recall motion.

3.10.3.4. If the recall motion carries, the vacancy shall be filled in accord with Article 5.7, Special Elections.

4. OFFICERS

Recreation Operations Manual Section 1. Chapter 4. Election of Officers & Eligibility of Membership should be adhered to in this process.

4.1. Positions and Qualification

4.1.1. Board of Directors

4.1.1.1. The Board of Directors of the Association shall be comprised of four (4) elected Officers who serve as voting members:

4.1.1.1.1. President,

4.1.1.1.2. Vice President,

4.1.1.1.3. Secretary,

4.1.1.1.4. Treasurer.

4.1.1.2. Upon nomination, all officers shall be Regular Members of at least six (6) months, in good standing of DAHA and free from any violations issued by RSD in the past 4 years. To avoid potential conflict of interest no officer, while serving on the Board, shall earn an income from DAHA. An Associate Member may act as temporary/vacation relief for any officer, except the President, for a period not exceeding two (2) months.

4.1.2. Management

4.1.2.1. Working in support of the Board of Directors there are two (2) appointed officer positions:

4.1.2.1.1. Business Manager
Degree in Accounting/similar/minimum 3 years experience in an admin/finance role

4.1.2.1.2. Stable Manager
FEI recognized (IGE) Int. Level 1 or higher is required. A minimum of 5 years experience in the active care of horses is preferred.

4.1.2.2. The positions shall be filled by contracted professionals and must be approved by Recreation Service Division based on acceptable minimum qualifications. Both positions may be held by one person if qualifications in 4.1.2.1.1 and 4.1.2.1.2 are met and approved by the Board.

4.1.2.3. Either may work as an instructor simultaneously, if they are qualified and as long instruction does not interfere with primary duties. Board approval shall be required.

4.1.2.4. They may or may not be members of DAHA. They must not serve on the Board of Directors while holding an appointed office.

4.1.2.5. The highest qualified instructor may act as temporary/vacation relief for the Stable Manager. The Stable Manager may act as temporary/vacation relief for the Business Manager. All temporary relief positions will be approved by the Board.

4.2. Terms of Office

4.2.1. Board of Directors

4.2.1.1. Each member of the Board of Directors shall hold office for two years from the first Board meeting after his/her election to the first meeting of the Board following his/her successor's election. In recognition of their services to DAHA, payment of stall fees for one horse will be waived during the term of office of each officer.

4.2.2. Management

4.2.2.1. Managers shall hold office for one year at a time, and may continuously do so until either, the officer him/herself or the Board of Directors, wishes to discontinue the contract. Recreation Service Division shall review and approve any case in which the Board of Directors issues a termination.

4.2.2.2. They may serve as chair or members of multiple committees as required to best serve the club's interests.

4.3. Duties of the Officers

4.3.1. All officers, elected and appointed, shall operate under, and come to judgment based on the Constitution, as documented here-within, and the DAHA Rules & Regulations. If in question, the safety of people and animals shall always supersede other interests.

4.3.2. The elected officers shall represent and pursue the interests of the DAHA membership, and function as a liaison for the membership and

RSD/CCSD/Management/Consultants/Contractor and others.

- 4.3.3.** The daily operations of the Stables shall be directed and carried out by the appointed officers engaged for this purpose by the Board of Directors, following Board approved actions, the Constitution and the DAHA Rules & Regulations.
- 4.3.4.** The Board of Directors shall appoint a “Business Manager”. The Business Manager will report to the Board of Directors for all financial and administrative activities. The remaining staff working at DAHA will report to the Business Manager for financial and administrative activities.
- 4.3.5.** The Board of Directors shall appoint a “Stable Manager”. The Stable Manager will report to the Board of Directors for all operational activities. The remaining staff working at DAHA will report to the Stable Manager for routine operational activities. All other administrative and contractual activities will revert to the Board.

4.3.6. The President shall:

- 4.3.6.1.** Be the Chairman of the Board of Directors and an ex-officio member of all Committees. He/she shall supervise the execution of the decisions of the Board of Directors;
- 4.3.6.2.** Enforce the Constitution and Rules & Regulations of the Association are unbiased and equal amongst all members;
- 4.3.6.3.** Act as chief spokesman and liaison representative for the membership in all contacts with Saudi Aramco;
- 4.3.6.4.** Be vested in the general as well as continuous improvement and development of the Association to better serve its purpose;
- 4.3.6.5.** Chair the facility’s Planning Committee;
- 4.3.6.6.** Chair the Contract Review and Recruitment Committee to recruit DAHA professional staff as needed;
- 4.3.6.7.** Coordinate the recruitment process, negotiate staff contracts and submit contract proposals to the Board for approval;
- 4.3.6.8.** Liaise with Recreation Services Division on Saudi Aramco employment agreements and visa issuance, coordinate the travel and induction process for new DAHA consultants;
- 4.3.6.9.** Function as liaison between all DAHA staff, including Management, and the membership. Hold bi-annual meetings.
- 4.3.6.10.** Perform such other duties as are assigned by the Board of Directors.

4.3.7. The Vice President shall:

- 4.3.7.1.** In the event of the absence or failure for any cause of the President act in his official capacity, the Board shall direct the Vice President to perform

the duties of the President. When not required to perform the duties of the President's office, the Vice President shall perform such duties as may be assigned by the President;

- 4.3.7.2.** Be vested in the planning and execution of all events, shows, competitions, youth and general riding activity;
- 4.3.7.3.** Ensure all committees have been formed, briefed and ensure deliverables are met for each year;
- 4.3.7.4.** Chair the Youth and Events Committee;
- 4.3.7.5.** Be a permanent member of the Contract Review and Recruitment Committee;
- 4.3.7.6.** Perform such other duties as are assigned by the Board of Directors.

4.3.8. The Secretary shall:

- 4.3.8.1.** Supervise the correspondence of the Board of Directors with the membership, including the compilation and distribution of the monthly newsletter, excluding communication for operation purposes by the Managers;
- 4.3.8.2.** Schedule important dates and ensure timelines are adhered to including but not limited to: Elections, General Meetings, Meetings of the Board of Directors;
- 4.3.8.3.** Maintain the minutes of all meetings; Ensure all meeting minutes, excluding sensitive issues at the meeting of the Board of Directors, are provided in soft copy via email to the membership and a hard copy is available to the members in the Clubhouse;
- 4.3.8.4.** Provide a copy of the current Constitution and DAHA Rules & Regulations to be physically present at every meeting of the Board of Directors or membership;
- 4.3.8.5.** Inform all officers in writing whenever a decision or action may violate either the Constitution or the DAHA Rules & Regulations;
- 4.3.8.6.** Chair the Nominations Committee in an election year;
- 4.3.8.7.** Send a list of the new officers, their telephone and box numbers to the Administrator, Dhahran Recreation Services within two weeks after elections;
- 4.3.8.8.** Perform such other duties as are assigned by the Board of Directors.

4.3.9. The Treasurer shall:

- 4.3.9.1.** Be responsible to review the Accounts by the Business Manager monthly, and annually together with an appointed member by the Board of Directors, as required by the Recreation Operations Manual;

- 4.3.9.2. He/she shall sign all checks with the countersignature of the Business Manager;
- 4.3.9.3. The Treasurer shall ensure the timely provision of funds from the DAHA bank account to allow punctual cash payments to staff, vendors and contractors;
- 4.3.9.4. Be a permanent member of the Budget and Fees Committee;
- 4.3.9.5. Determine possible ways and means for obtaining revenue; In cooperation with the Youth and Events Committee explore all functions, events or activities in connection with the raising of funds;
- 4.3.9.6. He/she shall perform such other duties as are assigned by the Board of Directors.

4.3.10. The Business Manager shall:

- 4.3.10.1. Supervise and direct finances to maintain solvency whilst ensuring the not-for-profit status of the Association;
- 4.3.10.2. Act as chief spokesman and liaison representative for the Association in all contacts with Saudi Aramco with regard to administration and finances;
- 4.3.10.3. Receive, safeguard and disburse the funds of DAHA;
- 4.3.10.4. Maintain all records of the association, including the accounting records;
- 4.3.10.5. He/she shall sign all checks with the countersignature of the Treasurer;
- 4.3.10.6. Report the financial condition of the Association to the Board of Directors at monthly meetings, and the Regular Members at each General Meeting;
- 4.3.10.7. Submit an annual copy of the financial records for the fiscal year, to the Area Head of Recreation for review;
- 4.3.10.8. Sending out annual/monthly statements to the membership. Reminding members of missing payment past 60 days of billing. Informing the treasurer of any member that is in debt to DAHA 60 days past billing;
- 4.3.10.9. Maintain the membership list and verify eligibility for membership;
- 4.3.10.10. Ensures a new member receives an email with appropriate membership information and directions to the DAHA website which contains a copy of the DAHA Constitution, and a copy of the DAHA Rules & Regulations;
- 4.3.10.11. Submit a copy of the membership roster (including badge numbers) to the Area Recreation Office in January;
- 4.3.10.12. Chair the Budget and Fees Committee;
- 4.3.10.13. Be a permanent member of the Contract Review and Recruitment Committee; except for the review of the Business Manager's Contract in

which he/she shall be substituted by the Stable Manager;

4.3.10.14. Perform such other duties as are assigned by the Board of Directors.

4.3.11. The Stable Manager shall:

- 4.3.11.1.** Supervise and direct stable operations in the best interest of the Association;
- 4.3.11.2.** Act as chief spokesman and liaison representative for the Association in all contacts with Saudi Aramco regarding maintenance, facilities and operations;
- 4.3.11.3.** Advise and support the Board of Directors, as well as any other member. Offer guidance to interested and new members;
- 4.3.11.4.** Ensure compliance by members and staff with the Recreation Operations Manual, the DAHA Constitution and DAHA Rules and Regulations and report serious violations to the Board.
- 4.3.11.5.** Ensure animal welfare and safe handling practices;
- 4.3.11.6.** Report of stable operations to the Board of Directors at monthly meetings, and to the Regular Members at each General Meeting;
- 4.3.11.7.** Have general supervision of construction, maintenance of grounds and facilities, operating supplies, procurement, storage and issue of feed;
- 4.3.11.8.** Assign tack boxes and stalls and be responsible for maintaining the stall waiting list when necessary;
- 4.3.11.9.** Facilitate the New Member Orientation Class and the New Horse Evaluation Process;
- 4.3.11.10.** Approve all horse admissions and monitor quarantine requirements;
- 4.3.11.11.** Assist members with notifying the Kennel Club of horse admissions and vet check requirements;
- 4.3.11.12.** Be responsible for the general oversight of professionals contracted to work for DAHA, including, but not limited to, the grooms, farrier, instructors, and trainers, and serve as their liaison with the Board and Membership;
- 4.3.11.13.** Ensure that the instructors post their lesson schedules promptly for members to see. As ensure that the lesson and training information is provided to the Business Manager in the manner and form he/she has requested;
- 4.3.11.14.** Hold quarterly meetings with contracted professionals;
- 4.3.11.15.** He/she shall chair the Safety Committee;

- 4.3.11.16. Be a permanent member of the Contract Review and Recruitment Committee; except for the review of the Stable Manager Contract in which he/she shall be substituted by the most qualified instructor;
- 4.3.11.17. Be a permanent member of the Facilities Planning Committee;
- 4.3.11.18. Perform such other duties as are assigned by the Board of Directors.

4.4. Responsibilities of the Board of Directors

- 4.4.1. The Board of Directors shall represent and pursue the interests of the DAHA membership, and function as liaison between membership and RSD/CCSD/Management/Consultants/Contractors, etc.
- 4.4.2. Any extraordinary expenditures greater than SR40,000 must be explicitly approved by a vote of the Regular members (also see Article 3.9.2).
- 4.4.3. Shall establish Committees as it deems necessary to aid it in carrying out this management, in addition to the Standing Committees provided for in this Constitution under Article 7.
- 4.4.4. In the event of the death of any horse, in circumstances in which the cause of death is not immediately and obviously apparent, the Board may elect to summon a Kennel Club Veterinarian to establish the cause of death by whatever methods the Veterinarian considers most appropriate. The cost will be borne by DAHA.
- 4.4.5. The Board will approve the Rules & Regulations of DAHA.
- 4.4.6. The Board will approve the Fees and Budget for each year.

4.5. Responsibilities of the Management

- 4.5.1. The Manager shall be vested with the general management of the affairs, business, funds and the property in the best interest of DAHA.
- 4.5.2. Except for normal operation and maintenance expenses, no funds of DAHA shall be expended without the authority of the Board of Directors.
- 4.5.3. The Business Manager will anticipate budgetary requirements for the operations of the stables for each year and propose Fees to ensure solvency and non-profit status.
- 4.5.4. The Stable Manager will propose possible amendments to the Rules & Regulations to ensure safety of people and animals.

5. ELECTIONS AND VOTING PRIVILEGES

Recreation Operations Manual Section 1. Chapter 4. Election of Officers & Eligibility of Membership should be adhered to in this process.

5.1. Timing of Elections

- 5.1.1. Elections shall be held once a year in mid-November.
- 5.1.2. Recreation must be notified 3 months in advance of all proposed elections and 2 weeks in advance of all annual or general meetings.
- 5.1.3. Officers elected in odd years shall be the Vice President and Treasurer.
- 5.1.4. Officers elected in even years shall be the President and Secretary.

5.2. Manner of Voting

- 5.2.1. Voting shall be by ballot. Absentee ballot and written proxies shall be provided for people out of Kingdom. Balloting may be conducted by post or electronically as per 4.6.5 of the Recreations Operations Manual. Only ballots properly completed and returned will be counted. Lack of response shall not be construed to be either a YES or NO vote.

5.3. Allocation of Votes

- 5.3.1. Votes shall be allocated as follows:
 - 5.3.1.1. For Financial Matters (i.e. Extraordinary expenditures):

Regular Members on Family Status - One (1) vote per horse, with a maximum of two (2) votes allowed.

Regular Members on Single Status - One (1) vote.
 - 5.3.1.2. For Elections and Other Motions:

One (1) vote per Regular Membership (Family or Single Status).

5.4. Nominations for Elections

Nominations may be made by adult Regular and Associate Members.

5.5. Nominating Committee

- 5.5.1. No later than September 1, the President shall appoint a Nominating Committee which shall be composed of at least two (2) members and chaired by the Secretary:
 - 5.5.1.1. Within one (1) week, mail to all members a request for nominations/volunteers for the upcoming election. This request shall include a list of officers to be elected, a description of their responsibilities, the procedures used in making nominations, and a deadline for nominations.
 - 5.5.1.2. Determine that all nominees are willing and eligible to serve.
 - 5.5.1.3. Endeavor to place in nomination at least one name for each office being filled.

- 5.5.1.4. Mail a list of nominees and notice of the election date to the Membership at least two weeks prior to the General Meeting.
- 5.5.1.5. Shall create a ballot form and mail said form, along with voting procedures, to all Regular Members at least one week before the General Meeting. Where there is no nominee or only one nominee for an office, a write-in line shall be included on the ballot form for that office.

5.6. Election Procedure

- 5.6.1. At the beginning of the General Meeting, the presiding officer shall call for nominations from the floor. If there are nominations from the floor, members will be given no more than ten (10) minutes to mark and turn in ballots.
- 5.6.2. Marked ballots shall be placed in the ballot box or returned to the Nominating Committee at the General Meeting.
- 5.6.3. Ballots shall be counted by the Nominating Committee.
- 5.6.4. The nominee receiving the most votes (including absentees and proxies) shall fill the office. In the case of ties, the tie shall be broken by a show of hands at the meeting. In the case where no candidate receives a majority of the votes, the members at the meeting shall indicate by a show of hands, which of the top two candidates should fill the office.
- 5.6.5. Election results shall be announced by the head of the Nominating Committee at the close of the General Meeting. Results shall be recorded by the Secretary who will send notice to all members and the Recreation Services Division within two weeks of the election.
- 5.6.6. Newly elected officers shall take office at the first meeting of the Board of Directors following their election.

5.7. Special Elections

- 5.7.1. The Board of Directors is authorized to fill any vacant Board position with their nominee from the Membership provided that no more than two (2) Board positions are vacant simultaneously. Each Board of Directors may appoint no more than two (2) replacement members during any full year (November to November.) In the event that there are more than two (2) vacancies at the same time, a Special Election shall be held to fill these open positions.
- 5.7.2. Within five (5) days of the vacancies being created, the President shall appoint a Nominating Committee which will be responsible for obtaining at least one candidate to fill each vacant office.
- 5.7.3. Within seven (7) days of the vacancies, the Nominating Committee shall announce the vacancies to the Membership and call for volunteers and nominations.
- 5.7.4. Within seven (7) days after the announcement of the vacancies, the Nominating Committee shall submit a ballot, including balloting procedures, to the Regular

Members.

- 5.7.5.** Ballots shall be marked and returned to the Nominating Committee no later than seven (7) days after the mailing.
- 5.7.6.** Ballots shall be counted by one elected officer and one member of the Nominating Committee.
- 5.7.7.** The nominees receiving the most votes shall fill the respective vacancies.
- 5.7.8.** Results of the Special Election shall be recorded by the Secretary, who will inform the Membership and Recreation Services Division within one week of the election.
- 5.7.9.** The newly elected officer shall take office immediately.

6. MEETINGS

Three (3) elected officers, one (1) appointed officer and Regular Members present shall constitute a quorum at all meetings of the Members. Unless otherwise stated, 2/3 a majority of votes (including proxies) shall be sufficient to carry any motion upon which a vote is taken. Appointed officers must not vote unless they are Regular Members.

6.1. Regular Meetings

- 6.1.1.** An annual general meeting of the Members shall be held in mid-November each year on a date set by the Board of Directors. This meeting shall include a business meeting and the election of officers. Management shall be present to offer assistance and advice.
- 6.1.2.** A second general business meeting shall be held in mid-May each year to discuss DAHA operational issues.
- 6.1.3.** Notice of the date, time, location and an agenda for the meetings will be sent by the Secretary not less than two (2) weeks prior to the meeting.
- 6.1.4.** Motions requiring an expenditure of over SR40,000 must be included, with supporting information, on the agenda circulated before the meeting. If arising from the floor, such proposals must be deferred to the next general meeting or a special meeting.
- 6.1.5.** Proposed changes will be provided to the Membership no later than 2 weeks prior to a meeting.
- 6.1.6.** Proposals made from the floor will require a 20% Membership quorum to be present for a vote to be taken.
- 6.1.7.** Proposals made from the floor to amend the constitution will require 51% Membership approval to pass.

6.1.8. The President or the Vice President shall chair all meetings of the members.

6.1.9. *Robert's Rules of Order* shall prevail at all meetings.

6.1.10. Minutes of the meeting shall be recorded by the Secretary and made available to all members in a binder situated in the Clubhouse.

6.2. Special Meetings

6.2.1. Special Meetings of the members may be called by any two elected officers, or by a petition of one-third (1/3) of the Regular Members.

6.2.2. The Secretary shall notify the members of the date, time, place and the business to be considered at least one week prior to the meeting and within fourteen (14) days of receipt of the request for the meeting.

6.2.3. Minutes of the meeting shall be recorded by the Secretary and made available to all members in the Clubhouse.

6.3. Board of Directors' Meetings

6.3.1. Meetings of the Board of Directors will be held at least quarterly or as often as deemed necessary to conduct the business of the Board. Such meetings are to be attended by the Management, and consultants employed on behalf of DAHA by the Recreation Services Division if necessary.

6.3.2. The President or the Vice President shall chair all meetings of the Board.

6.3.3. Board meetings shall be conducted from agenda items submitted to, and an agenda prepared by, the Secretary.

6.3.4. As requested by the Secretary, Officers are to submit a written copy of their concise and complete reports to the Secretary. In cases of absence, the report is to be given to the President or Secretary before the meeting.

6.3.5. At meetings of the Board of Directors, three (3) elected officers and one (1) appointed officer shall constitute a quorum. Appointed officers must not vote.

6.3.6. Substitution of Board Members at Board Meetings, without prior approval of the Board of Directors and for reasons other than vacations or business assignments, shall not be permitted.

6.3.7. The Secretary will ensure that a copy of all board meeting minutes, excluding sensitive issues, is available to the members in the Clubhouse.

6.4. Committee Meetings

6.4.1. Committee Meetings will be held as often as deemed necessary by the Committee to conduct their business.

6.4.2. A quorum shall consist of two-thirds (2/3) of the Committee Members.

7. STANDING COMMITTEES

Standing Committees, whose members will be designated by the Board of Directors, shall serve for twelve (12) months and will be:

7.1. *Safety Committee*

The Safety Committee shall be chaired by the Stable Manager and be composed of five (5) or more members. The committee is required to provide security of the Stable area from the general public during competitions; to assess the safety and security of DAHA, and to advise the Board of its outcome.

7.2. *Budget and Fees Committee*

To be chaired by the Business Manager. Duties are to prepare an annual Budget, suggest fees for DAHA (i.e. annual fees, per horse refundable fee, stall service charge, etc.) and present them to the Board of Directors for approval.

7.3. *Contract Review and Recruitment Committee*

To be chaired by the President. Duties are: the recruitment of the Service Contractor and Consultants, the review of their Contracts on an annual basis; poll the Members as to satisfaction; suggest new contracts or continuing contracts and submit to the Board for approval.

7.4. *Youth and Events Committee*

This committee shall be chaired by the Vice President. The Committee should encourage participation by our Youth Members in Pony Club, Fun Days, etc., arrange and conduct all shows, competitions, and events at DAHA in conjunction with the Instructor(s)/Stable Management.

7.5. *Facilities Planning Committee*

This committee shall be chaired by the President with assistance as needed from the Business- and Stable Manager to determine budget and requirements for operations. The committee shall identify and pursue needed improvements and possible developments at DAHA.

8. AMENDMENTS

8.1. *Motion to Propose an Amendment*

A motion to propose an Amendment to this document may be made at any General Meeting or any Special Meeting called for this purpose.

8.2. *Notice of Intention*

Notice of intention to make a motion for a proposed Amendment should be filed with the

Secretary not less than four (4) weeks prior to the meeting. The Secretary will provide the notice of intention to the Membership two (2) weeks before the meeting. Additionally, motions to propose an amendment may be made from the floor of the meeting but will require a 51% Membership approval to pass.

8.3. Approval of Amendment

If the motion to propose an amendment is approved by a majority of the Regular Members present and voting, the proposed amendment will be:

8.3.1. Within two (2) weeks of the meeting, typed and sent to the Administrator, Recreation Services Division for approval and/or comments.

8.3.2. Upon approval from Recreation Services Division, mailed along with a ballot form, to all the Regular Members. Ballot forms shall be returned within ten (10) days of their mailing.

8.4. Effective Date of Amendment

The proposed Amendment shall become effective immediately if it is approved by two-thirds (2/3) of the ballots cast and by the Recreation Services Division.

8.5. Notice of Amendment

Approval or disapproval of the proposed Amendment shall be placed in the monthly newsletter.

9. RULES & REGULATIONS

The Secretary shall maintain a current copy of the DAHA Rules and Regulations available for all members. Changes to the Rules and Regulations shall be proposed by the Stable Manager and approved by the Board, and included in the newsletter(s) as appropriate.

President, DAHA _____

Administrator, RSD _____