

# WEST TENNESSEE HUNTER JUMPER ASSOCIATION

## Bylaws

### ARTICLE I – MEMBERSHIP

Upon completion of application and payment of dues, an individual may become a member of the Association with all rights and privileges and subject to all liabilities and penalties thereof. Application and payment of dues must be received by the Association prior to the annual membership meeting in order for individual members to have one vote and/or hold office. There shall be two classes of membership and there shall be horse recording as defined in the following:

- 
- Life Members – Upon payment of \$200.00 dues, an individual may become a life member of the Association and shall be exempt from annual dues.
- 
- Individual Members – Upon payment of \$50.00 annual dues, an individual may become a member of the Association.
- 
- Horse Recording – Horse Recordings shall be done annually, at a fee to be determined by the Board of Directors.

### ARTICLE II – DIRECTORS

Section 1: Directors shall be elected at the Annual Meeting from the individual membership by a plurality vote of all members. The number of Directors shall not be less than eleven or more than thirteen.

Section 2:

(a) The Directors shall have the general management of the affairs of the Association and may make contracts in its name and on its behalf or authorize such contracts to be made in its name and on its behalf by Officers of the Association.

(b) The Directors shall make and enforce rules governing Approved Shows and Individual Members and all other persons bound by the Association rules. USEF Rules will be followed on all cases unless

specifically modified. The Directors may adopt at their discretion, rules recommended by the respective committees.

(c) They may, after a hearing, censure, suspend, or expel any officer or member of the Association or any other person whose conduct shall be found to be prejudicial to the best interests of the Association or in violation of its rules.

(d) They may censure, suspend, or expel any Affiliated Show for cause.

Section 3: At all meetings of the Board of Directors, a simple majority of its members shall constitute a quorum.

Section 4: The Directors may fill any vacancy in the Board of Directors occurring during the year by appointment of a member to fill an unexpired term until a successor is duly elected by the membership at the next regular scheduled election.

Section 5: The Board of Directors shall keep a record of its proceedings and shall report at the Annual Meeting of the Association, or at any Special Meeting of the Association, any matters which, in its judgment, require the action of the members.

### ARTICLE III – OFFICERS AND ELECTIONS

Section 1: The elected officers of this organization shall be chosen annually by its Board of Directors at their first meeting. The President may not succeed himself to that office more than (3) years, unless unanimously approved by the Board of Directors.

Section 2: The elected Board shall consist of no less than eleven or more than thirteen Directors.

Section 3: Directors shall be elected to a term of three years. Directors may serve no more than two (2) consecutive three (3) year terms and must stay off one year before consideration for re-election, unless unanimously approved by the Board of Directors.

Section 4: The President shall appoint two Directors of the Board to serve on the Nominating Committee and shall appoint one of those Directors to serve as chairman. The committee shall select two (2) additional members from the general membership not currently serving on the Board. A fifth member of the committee shall be a trainer who is selected by member trainers.

Section 5: The Nominating Committee shall meet and prepare a list of “potential” nominees. All nominees shall become members if elected to the Board.

Section 6: The Nominating Committee shall present to the Board for their approval a list of “potential” nominees. The Board shall select more than the required number of nominees from the approved list of “potential” nominees to fill the current vacancies. Nominees shall then be contacted to ascertain their willingness to accept the nomination. The Chairman of the Nominating Committee shall report the final slate to the Board.

Section 7: The Secretary shall prepare a “sample” ballot indicating all nominations submitted by the Nominating Committee and approved by the Board of Directors. Notice to the general membership will occur at least fifteen days prior to the annual meeting via mail, email, website and/or social media sites. A ballot shall be distributed at the annual meeting to each member eligible to vote. Ballots shall be cast, results of which shall be determined by count of the Vice President, the Chairman of the Nominating Committee and a general member appointed by the President.

Section 8: Additional nominations may be accepted from the floor by the members of good standing with prior approval of the nominee. The Association does not recognize absentee ballots or proxy votes.

Section 9: Any director who has three (3) unexcused absences from Board meetings is subject to removal from the Board.

#### ARTICLE IV – MEETINGS

Section 1: The annual meeting of the Association shall be held at a time and place to be designated by the Board of Directors. The Secretary shall notify

all members no less than fifteen days prior to the appointed date via mail, email, social media and/or website posting.

Section 2: Special meetings of the general membership may be called by the President of the Association when requested by a majority of the Board of Directors, by a majority vote at any meeting of the general membership or by written petition signed by fifteen members of the Association. Notice of special meetings may be given by mail, email, social media and/or website posting no less than fifteen days prior to the meeting along with the notice of business to be considered at said meeting.

Section 3: The Board of Directors shall meet quarterly, at least four times a year, at a time and place to be designated by the Board; notice of each meeting to be provided by the Secretary.

Section 4: Special meetings of the Board of Directors may be called at the discretion of the President or upon the request of no less than three Directors with notice of said special meeting given prior to that meeting.

## ARTICLE V – DUTIES OF OFFICERS

Section 1: It shall be the duty of the Board of Directors to administer the Constitution and By-Laws of this organization. The Board shall also have the responsibility of enforcing the rules of USEF as they apply to the government of the West Tennessee Hunter Jumper Association unless specifically stated otherwise in this Constitution and its By-Laws. The Board shall at its January meeting each year review the coming Show Year and make recommendations. The Board may adopt, at its discretion, such rules and regulations as are necessary to insure the best interests of the Association and its individual members. Show Packet rules as approved by the Board of Directors will become a part of these By-Laws for the coming year and shall become the standard for all WTHJA divisions of USEF approved shows. In the event of major changes to the Show Packet, copies of the updated Show Packet will be furnished to the general membership at the annual meeting or by mail.

Section 2: The officers of the Board of Directors and their duties are as follows:

**The President** shall be the chief executive officer of the Association and shall preside at all the meetings. He/She shall be the official representative of the Association. He/She, or his designee, shall sign all contracts and obligations of the Association. He/She shall supervise the affairs and activities of the Association. At the onset of each year, he/she shall appoint all standing committees as set forth in these By-Laws, serving as an ex-officio member of each committee. He/She shall, throughout the year, appoint all committee chairmen and members deemed proper and necessary to fulfill the object and purpose of this Association and shall bring to the attention of the Board of Director or committee member who should fail to perform his duties. He/She shall then take any corrective action deemed necessary by the Board. The President shall perform such duties as may be assigned him by the Board of Directors.

**The Vice President** shall preside at all meetings of the membership and Board in the absence of the President. When the President is unavailable, the Vice President shall serve as the official representative of the Association. In the case of a vacancy in the office of President, the Vice-President shall fill the unexpired term. The Vice President shall perform such duties including Show Committee Chairman, as may be required by the President of the Board.

**The Secretary** keep and maintain accurate records of all meetings of the Association and shall conduct the correspondence of the Association, maintaining copies for records. He/She shall provide minutes of each proceeding meeting of the Board, and general membership. He/She shall provide notice of meetings and shall perform such duties as may be required by the President or the Board.

**The Treasurer** shall ensure all monies due the Association are collected and shall have care and custody of and be responsible for the funds of the Association. He/She shall be able to deposit funds of the Association in such bank as the Board of Directors shall designate. He/She shall be able to pay all bills upon receipts of an authorized itemized statement, keeping accurate record. He/She shall make a full report in writing of the financial condition of the Association at the annual meeting and at each regular meeting of the Board, and at such other times deemed necessary by the Board. He/She shall ascertain the need for and file all financial reports required by state and federal statutes. He/She shall be eligible for performance and surety bonding

provided by the Association. The Treasurer shall perform such duties as may be required by the President or the Board.

The Show Manager and Show Coordinator shall, subject to approval and hire by the Board of Directors, organize and execute all aspects necessary for the production of a WTHJA sponsored horse show which shall include, but not be limited to, class list, course designer, jump crew, and shall make or cause to be made any other arrangements necessary for said shows. The Show Manager and Show Coordinator shall perform such duties as may be required by the President or the Board.

The Board shall appoint a Membership Secretary to serve as a member of the Show Committee. He/She shall ensure points are tabulated for each WTHJA sponsored and/or affiliated horse show. He/She shall ensure year-to-date point tabulation of each member, and that such points are updated within a reasonable time after any WTHJA sponsored and/or affiliated show. He/She shall maintain records of each WTHJA sponsored and/or affiliated show in the event of future disputes, protests, etc. He/She shall promote and maintain ongoing membership in the Association. He/she shall work with the Show Coordinator to keep a master mailing list and an accurate and current record of all membership including address, phone number, date of application. He/She shall perform such duties as may be required by the President or the Board.

### Section 3:

Standing Committees of this Association shall be appointed by the President with the approval of the Board at the first regular meeting of the Board of Directors after the annual election of officers. Only one member of a family may serve on a committee at one time. The standing committee and their duties are as follows:

The Show Committee shall consist of eight members including the Show Coordinator and the Membership Secretary with the Vice President serving as Chairman. The duties of the Show Committee shall be to assist the Show

Manager in his/her activities to guarantee the successful production of all WTHJA sponsored horse shows. The Show Committee shall meet as is deemed necessary by the Chairman. The Show Committee and Show Coordinator shall present their recommendations to the Board for approval and vote.

Standing Committees of this Association shall be appointed by the President with the approval of the Board at the first regular meeting of the Board of Directors after the annual election of officers. Only one member of a family may serve on a committee at one time. The standing committee and their duties are as follows:

The Board shall serve as a Hearing Committee for any unresolved protest at WTHJA approved shows or for actions, which the Board or any member of the Association feels, is prejudicial to the best interests of the WTHJA. The Board may conduct such hearings or investigations as it deems necessary and shall have the authority to fine, censure, suspend, or expel any member whose conduct shall be found to be prejudicial to the best interests of the Association or in violation of its rules as set forth in the Constitution and By-Laws, including those found in the Show Packet.

There may be other Standing Committees as deemed necessary by the President or upon recommendation of the Board of Directors. Committee membership shall consist of no less than three members.

#### ARTICLE VI – EXPENDITURES

Section 1: The President, Treasurer and Show Coordinator are authorized to draw funds from the Association's bank accounts for expenditures in the ordinary course of business.

Section 2: Expenditures over \$1,000, not in the ordinary course of business, shall require approval by the majority of the Executive Committee, which consists of the President, Vice-President, Treasurer and Secretary.

#### ARTICLE VII – AMENDMENTS

Section 1: Show Packet rules as approved by the Board of Directors shall become part of these By-Laws. Said rules will stand approved for the

duration of the year and shall become standard for all WTHJA sponsored or approved shows or WTHJA divisions of USEF approved shows.

Section 2: These By-Laws may be amended by a majority vote of the general membership present at any regular or special meeting provided that written notice of such amendment is given at the previous meeting or by mail to each member at his last known address no less than fifteen days prior to the ensuing membership meeting.

Section 3: Robert's Rules of Order, Revised, shall govern in all matters not covered by these By-Laws.