

# **New England Pinto Horse Association, Inc.**

## **By-Laws**

These By-Laws concern chiefly the method of procedure rather than the basic principles. The By-Laws are more easily amended than the Constitution, and their amendment need not in any way affect the main purpose of this organization.

### **Article I: Membership/Dues**

#### **Section 1: Application**

Applications of proposed new Membership, along with the proper fee, shall be submitted to the Secretary of Memberships in writing. Upon acceptance by the Executive Committee the applicant shall immediately become a Member entitled to all the rights and privileges afforded any member in good standing.

#### **Section 2: Types of Membership**

a. Family Membership shall constitute of legally married couple and all unmarried children eighteen (18) years old and under as of January 1st. Their immediate family also includes persons under their guardianship or custody who reside at the same address.

b. Youth/Junior Membership shall consist of an individual eighteen (18) years of age and under as of January 1st.

c. Individual Membership shall consist of persons not included in a Family Membership or a Youth/Junior Membership.

1. Cost of Membership shall be set at the Fall Board Meeting by the Board of Directors and shall be approved by the General Membership at the Fall General Membership Meeting. Dues shall not exceed twenty percent (20%) of the current Membership rate, or be increased more than twenty percent (40%) over a two (2) year period.

d. Lifetime Membership shall constitute a one-time payment for an Individual Member nineteen (19) years of age as of January 1st, or a Youth/Junior Membership shall constitute of a one-time payment of a Youth/Junior Member under the age of eighteen as of January 1st. And shall expire when the Youth/Junior Member turns eighteen years of age when the Member may purchase an Individual Lifetime Membership at a discount rate determined by the Board of Directors of New England Pinto Horse Association, Inc.

1. Lifetime Youth/Junior Membership of one hundred and ten dollars (\$110.00) to the age of eighteen (18) years old as of January 1st.

2. When Youth/Junior Member purchases a Lifetime Individual Membership from a Lifetime Youth/Junior Membership the cost will be one hundred fifty dollars (\$150.00)

3. Individual Membership 19 years and over - \$350.00

Individual Membership 35 and over - \$250.00

Individual Membership 55 and over - \$175.00

Individual Membership 65 and over - \$50.00

e. Membership cards shall be sent out at the first of each month.

#### **Section 3: Expulsion**

Any Member in good standing may file charges against any other member for conduct likely, in their opinion, to endanger the welfare or character of this Organization. A grievance must be filed within ten (10) days of occurrence to the

Chairperson of the Grievance Committee of New England Pinto Horse Association, Inc. All parties involved in a grievance shall have the right to appear before the Committee, the final decision shall be submitted to the Executive Officers whose decision will be final.

#### **Section 4: Reinstatement**

A Member, who has dropped from the active membership roll for any reason, in order to become reinstated, shall make out a new membership application which shall be submitted to the Secretary of Memberships.

#### **Section 5: Membership fees are neither transferable nor refundable**

#### **Article II: Indebtedness**

1. Any member suspended for indebtedness will be restricted from showing until debt is paid in full including but not limited to current bank fee for returned check and any other collection costs. All points prior to the suspension will be scored however, no points for NEPtHA Shows earned during the suspension will be allowed to accumulate toward year end awards until debt is paid in full. A grace period of fourteen (14) days from the date of indebtedness will be given in which to settle non-payment of bad debt, and non-return of Challenge Trophies or for non-replacement of the same.

2. In the event that two (2) checks have been returned to NEPtHA from the same person NEPtHA reserves the right to demand cash only payments for the remainder of the show season.

a. New England Pinto Horse Association Inc. also reserves the right to ask for a cash payment if persons continuously show indebtedness over multiple years.

#### **Article III: Duties of Officers**

It is the responsibility of the Officers to assure communications are kept open with the Board of Directors and from the Officers and Board out to the entire membership on all matters concerning this Organization.

1. It is **MANDATORY** that all Board Members attend the Spring and Fall General Membership/Board Meetings

a. If in the event any Board Member is unable to attend, they **MUST** notify the Secretary one week (seven days) in advance of the scheduled meeting for an excuse other than sickness.

b. **ONLY ONE EXCUSED ABSENCE** will be allowed per year.

c. Non compliance with these rules shall result in immediate removal from the Board of Directors.

#### **Section 1: Chairman of The Board**

The Chairman of The Board shall be appointed by the Officers each year and shall have been a member of the Executive Officers (President, Vice President, Treasurer or Secretary) of NEPtHA for no less than three (3) years.

a. The Chairman of The Board is an advisory position to the Officers and Board of Directors and should demonstrate a neutral position.

#### **Section 2: President**

The President shall preside at all meetings of the Board of Directors and the Membership.

a. The President shall exercise general supervision and management over all affairs of the Organization. He/She shall serve as an ex-official Member on all standing Committees.

b. The President shall be the tie breaking vote on all matters concerning the Organization.

#### **Section 3: Vice President**

The Vice President shall preside in the absence of the President and shall assist him/her with the duties of supervision and management of the organization.

a. The Vice President shall be Chairman of the Finance Committee and insure submission of the annual budget to the Board of Directors. He/She shall present the budget to the Membership six (6) months prior to the Fall Meeting and ratification shall be made before the budget is submitted to Nationals.

b. The Vice President shall retain the right to vote on all matters concerning the Organization.

#### **Section 4: Secretary**

The Secretary shall;

a. Cause to be kept and maintain the minutes of all meetings of the Organization, standing Committees, Executive Committee, and the Board of Directors. Be custodian of all club's records, including monthly financial reports of the Treasurer, and cause to be prepared all correspondences, reports and routine business records of and for the organization, these minutes shall be an accurate and official record of all meeting ratification.

1. These records shall be kept via electronic means such as flash drive or external hard drive and shall be backed up to assure the records safe keeping.

b. Cause to be kept and maintained accurately, a roster showing Names, Addresses, and position held in the organization of each active member, and shall have it publish it semi-annually to the entire membership. A copy of this roster shall be furnished to the National Association Office after November 1st. and not later than November 30th of each year. This roster SHALL NOT list any information of members such as phone number, email address, or address of any member under the age of 18 (eighteen) year of age that shall be published or printed.

1. A membership secretary may be appointed to keep these records.

c. Shall be sole correspondence between the Officers, Board of Directors and the General Membership on all organizations information, scheduled meetings and activities.

1. Meeting minutes shall be available to the membership no later than twenty (20) days after the meeting and shall be posted on the NEPtHA website.

d. Shall prepare an agenda for all meetings

e. Shall provide annual meeting minutes to the web attendant to be posted for the membership.

f. Shall pass on all records and club property to the elected Secretary at the Fall Meeting and shall provide all current passwords and accounts for all organization electronic means of storage or communication for the organization.

g. The Secretary shall retain the right to vote on all matters concerning the Organization.

#### **Section 4: Treasurer**

The Treasurer shall;

a. Receive all Organization funds, keep them in a book or repository approved by the Executive Committee.

b. Keep faithful records of all receipts and expenditures, must receive all information from Judges to produce a 1099 for tax purposes, shall secure and submit the organizations taxes ON TIME each year and shall notify the Executive Committee of completion.

c. Provide the Board of Directors with written monthly reports to include all balances, expenses and debits occurred for the organization.

- d. Disburse the organizations funds as approved by the Board of Directors.
- e. Shall be a member of the Finance Committee.
- f. Shall notify the Officers or The Board of Directors of any expenses submitted to them that fall under the \$200.00 purchase allowance that does not require Board Pre-Approval for purchase.
- g. Shall surrender and produce all records for audit by the Executive Board at the Fall Meeting for the elected Treasurer to accept upon insertion of their office.
- h. The Treasurer Shall retain the right to vote on all matters concerning the organization.

#### **Article IV: Duties of the Board of Directors**

1. The Board of Directors shall be the policy making body of the Organization and act upon all important issues brought before the Board by the Officers of the Executive Committee, and their decision is final unless vetoed at a regular meeting by a two-thirds (2/3) vote of the members present.

2. The Board of Directors shall provide prior approval of all expenditures of the Corporation that are in excess of two hundred dollars (\$200.00).

3. Any member that has accepted a seat on the Board is expected to fore fill their position for their term as elected by the members of this organization and shall exercise their appointed duties to the best of their ability once accepted. When you accept your position **YOU MUST** within two weeks (14 days) renew your New England Pinto **AND** renew your National Membership in order to insure the charter renewal or you shall be in jeopardy losing your Board position.

4. Any Board Member choosing to give up their seat, resign or quit shall not be allowed to hold a seat on the Board of Directors for a period of two years (24 months).

5. Removal - If a member of the Board of Directors is absent from two (2) consecutive meetings without notifying the Secretary or President said Members shall constitute grounds for Automatic Removal from Office.

a. Members from a distance of three (3) hours of travel time may be allowed to Skype or video call into all club meetings.

b. Prior notification is necessary to provide a computer or phone for option a.

6. If a director is asked to vacate a position a new Member shall be appointed from the General Membership by the President from the same State with approval of the Board of Directors.

7. A Director at Large may be appointed from the current year ballot to cover a seat in a state which no one has been elected as a Director.

a. A Director at Large shall hold term for a period of one (1) year.

b. A Director at Large shall have a vote on all matters concerning this organization.

#### **Article V: Meetings**

##### **Section 1: Required Meetings**

This Organization shall meet two (2) times a year at the time and location designated by the Executive Committee.

##### **Section 2: Notification**

All Members shall be notified by the Secretary of New England Pinto Horse Association, Inc. of the time and place of any General Membership Meeting at least three (3) weeks prior to the Meeting date.

### **Section 3: Semi-Annual Meetings**

Semi-Annual Meetings shall be held in the Spring and Fall of each year. The Spring Meeting shall be the meeting for hearing annual reports from all the Officers and Committees. The Fall Meeting shall be for the election of Officers and for the ratification of the budget for the ensuing year.

### **Section 4: Special Meetings**

Special meetings may be called by the Executive Committee and/or The Board of Directors at such a time as thought advisable. Such special meeting may not supersede regular meetings except when especially provided for.

## **Article VI: Quorum**

### **Section 1: Membership Meeting**

Six (6) Members of the Board of Directors shall constitute a quorum in order to conduct business at any meeting of the Board of Directors.

### **Section 2: Executive Committee**

Three (3) Members of the Executive Committee shall constitute a quorum in order to conduct business at any meeting of the Executive Committee.

## **Article VII: Order of Business**

Order of business at all Meetings of the Organization shall be as follows:

1. Roll Call by the Secretary
2. Ascertain if quorum is present by the Secretary and turn meeting over to the President
3. Meeting Called to Order by the President or Standing in Officer
4. Reading of the Minutes of the previous meeting by the Secretary
5. Treasures report
6. Committee reports by the Chairman
7. Old Business
8. Election of Officers (Fall Meeting)
9. Installation of Officers (Fall Meeting)
10. New Business
11. Ratification of Budget (Fall Meeting)
12. Appointment of Committee Chairman (Fall Meeting)
13. Adjournment

## **Article VIII: Rules of Order**

In the event that any part of this By-Laws should conflict with the rules and regulations of the Pinto Horse Association of America, Inc. their Rules and Regulations shall prevail. This organization shall govern its procedure by "Roberts Rules of

Order, Revised” in all points not covered herein or provided by the Pinto Horse Association of America, Inc. Rules and Regulations, a copy of each shall be available at all times.

## **Article IX: Committees**

Standing committees: Chairperson for these Committees will be appointed by the President at the Fall Membership meeting.

- a. Committee Chairpersons may be appointed from the Board of directors **OR** a Members in good standing from the General Membership.
- b. Any member of a committee may be removed by the Board of Directors if it is found they are not completing the work of the committee in a timely manner **OR** are causing conflict within the committee.

### **Section 1: Nomination Committee**

This committee shall consist of a Chairperson appointed by the President at the Fall Meeting. The Chairperson shall oversee the members needed to complete the work assigned to the Committee. The Committee shall meet on call of the Chairman and will be consistently on the alert for potential Officer Material with in the membership. At least two (2) weeks prior to the Fall Meeting the Committee shall submit their Slate candidates to the Committee Chair. The presentation of this slate does not preclude nominations from the floor.

### **Section 2. Horse Show Committee**

This committee shall consist of a Chairperson appointed by the President at the Fall Meeting and the Committee Chair shall oversee the members needed to conduct business pertaining to NEPthA Horse Shows and shall appoint one person to oversee each of the sections below.

- a. This Committee shall prepare all documentation needed to execute the Horse Shows for the season and shall file all documentation with in time restraints set by PthA Nationals.
  - 1. Documentation shall be submitted to the person appointed by the President that shall be filing the paperwork with Nationals.
- b. Shall present to the Executive Board and the Board of Directors a report at the Fall Meeting pertaining to the preparation of these documents and readiness of the organization for show season.
- c. Shall contract employees and Judges for the show season and find a suitable Show Manager to handle management of the Horse Shows for the season.
- d. Shall have available all show information for distribution to NEPthA Website, Round Up E-Magazine and exhibitors including Stalling and Camper Information, Show and Show Ground Rules, Class Lists and Registration Information for the upcoming season.
- e. Shall be responsible for all awards and ribbons for the seasons shows and shall make arrangements to have ready for each show the items needed.
- f. Shall communicate with Youth Committee and Events Committee on special events during the season as to communicate to the exhibitors and Members of such events.

### **Section 3: Events Committee**

This committee shall consist of a Chairperson, appointed by the President at the Fall Meeting and the Committee Chair shall oversee the members needed to conduct business for NEPthA and shall appoint one person to oversee each of the sections below.

a. The Committee shall meet at the call of the Chairperson, prior to any event or activity deemed to require their services of said Committee. Such programs should include, but not be limited to the establishment of appropriate booths at fairs, horse shows and other related activities.

b. They will prepare a recommended program and budget for events sponsored and present said program and budget to the Executive Committee who will review the program for presentation to the Board and/or membership.

c. Shall communicate with the Horse Show Committee and Youth Committee on events scheduled for or during any NEPtHA function.

#### **Section 4: Grievance Committee**

This Committee shall consist of a Chairperson and 3 to 5 persons not an Officer or Board Member and will receive complaints and act accordingly. The jurisdiction of this committee shall be limited to matters and issues involving competition. This committee **shall not** have any standing or jurisdiction to involve itself in matters and disputes between members of the Organization.

a. Complaints must be submitted in writing and shall have a \$25.00 fee to file. This fee shall be refunded upon a just finding otherwise the funds shall go to the Treasury.

b. All grievances **MUST** be filed within **ten (10) days** of the occurrence.

c. All parties involved in a grievance shall have the right to appear before the committee to air and defend their case at a time agreed by all involved. All parties shall have the right to question any evidence offered against them.

d. Upon approval of the grievance Committee, the grievance may be submitted to the Executive Officers who's decision shall be final.

#### **Section 5: Finance Committee**

This Committee shall consist of a Chairman, who shall be the Vice President of this organization and any number of members needed to complete the job for this organization, one of whom shall be the Treasurer of this Organization.

a. The Finance Committee shall prepare a budget six (6) months prior to the Fall Meeting to present to the Executive Committee and Board of Directors to review and ratify for the Fall Meeting.

b. The Finance Committee shall ratify the annual budget for the next fiscal year for presentation to the Executive Committee and the Board of directors this budget shall be approved by the Board of Directors, will be the plan for managing all assets of this Organization.

#### **Section 6: Constitution and By-Laws Committee**

This Committee shall consist of a Chairperson to be appointed at the Fall Meeting by the President, the Chairperson may in list members to assist in and be responsible for the updating the NEPtHA Constitution and By-Laws and to distribute to the NEPtHA Website, Round Up E-Magazine and every New England Pinto Horse Association Member on approval of the Officers, Board of Directors and General Membership at a scheduled NEPtHA Meeting.

### **Article X: Nominations/Voting**

#### **Section 1: Nominations**

The Nomination Committee shall distribute nomination forms to all members in good standing, and may distribute nomination forms at Horse Shows and electronic distribution including but not limited to email, Facebook, Twitter and other means of electronic distribution. The Committee shall notify Members of nominations and verify their running status.

#### **Section 2: Balloting Procedure/Voting**

The Nomination Committee Chairperson shall prepare a ballot and the Secretary **OR** the Nomination Committee Chair shall mail to all members in good standing a ballot stating the date, time and place of the Fall Meeting the names of candidates proposed by the Nomination Committee, and space for a write in vote for each office and blank envelope with official ballot stamp. OR the use of an electronic balloting system may be used rather than use of the US Postal Service. There shall be one person monitoring the electronic balloting and shall be set up by this person, ballots shall be sent in accordance with the electronic systems requirements ie: email or texting to each member in good standing.

a. No member may be listed more than once on any ballot.

b. No Member may hold a State Board Seat and an Executive seat at the same time, to run for an executive seat you must vacate your state seat **PRIOR** to ballot creation and mailing.

c. All nominees must signify willingness to accept and fore fill their appointed office.

d. Ballots to the membership must be postmarked at least fourteen (14) days prior to the date of the Fall Meeting. And shall contain official ballot and envelope marked as official ballot.

e. Members responsibilities include marking your votes on ballot, placing the ballot in the official ballot envelope, **members MUST** place the ballot envelope in an envelope and mail to the Chairman of the Nominations Committee provided on the ballot.

f. No ballot shall be opened until after closing the poll.

g. Nominating Committee Chairperson Shall present the ballots to the Board of Directors and the General Membership at the Fall Meeting. The Committee Chairperson and at least one other member of the Nominating Committee will make the official count. No ballots received after polls have closed will be considered.

h. In the event a non-running member does not volunteer to Chair the Nomination Committee an Officer or Board of Director may volunteer or be appointed by the President to fore fill the nomination and balloting process.

i. Any Member that may be running for an Office or State seat **must** be dismissed from counting the Ballots for Office and Board of Director seats. Only a non-running member OR a member presently holding a seat may tally the ballot count.

j. The voting results shall be read to the Officers and Board of Directors during the General Membership Meeting and the results shall be reflected in the meeting minutes.

k. All ballots shall be retained by the Secretary of NEPtHA for the term of one year until the next voting term.

## **Article XI: Amendment**

Any amendment to these By-Laws may be proposed in writing at any regular meeting, shall be approved by a majority of the present and voting membership at the following meeting, if, in the meantime, the proposed amendment has received approval of the Executive Committee and Board of Directors.

## **Article XII: Document Revision**

Document revised:

**October 2016**

John Cunningham

**February 2017**



John Cunningham

Deb Schley

**August 2019**

**John Cunningham**