

NEW MEXICO HUNTER JUMPER ASSOCIATION

BYLAWS

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Article I. Purpose

The purpose of this Association shall be to promote the interests of owners and riders of hunters, jumpers, and hunt seat equitation and to reward and stimulate excellence in performance, horsemanship, and sportsmanship. In the event of any lack of guidance or conflict in the Bylaws and/or Standing Rules of the Association, they shall be construed to further this purpose. As a means of furthering this purpose, the Association may:

- offer competitions in hunter, jumper and equitation classes;
- offer advice when called upon and encourage other organizations, exhibitions, shows, and fairs to offer competition in the hunter, jumper and equitation classes;
- maintain proper records in connection with the sport for the use of its membership and of approved shows and for Year End Awards;
- coordinate, assist or sponsor activities devoted to the education and development of junior and amateur members.

Article II. Membership

A. Membership Composition:

1. Junior Members:

- a. Junior members are those individual members who are not more than 17 years of age on December 1 of the membership year.
- b. A junior member in good standing is entitled to one vote at all general meetings.

2. Senior Members:

- a. Senior members are those individual members who are more than 17 years of age on December 1 of the membership year.
- b. A senior member in good standing is entitled to one vote at all general meetings.

3. Family Membership:

- a. A family membership shall cover and shall also be confined to the parent or parents and children of such parent or parents. "Parent" shall be construed to include the legal guardian of the children comprising one family. "Children" are persons otherwise eligible for individual junior membership. Also included as children are youth, up to the age of 21 by December 1 of the Membership year, who are financially supported by their parents.
- b. If all members of the family are in good standing, a family membership is entitled to two votes per membership or two signatures per petition or call for a special meeting, regardless of the number of individuals in the family.
- c. For all purposes other than voting or petitioning, each member of a family listed on the membership application is a member of New Mexico Hunter Jumper Association (NMHJA) for purposes of participation in association functions.

4. Membership in this Association is not restricted as to sex, race, color, creed or geographical area.

B. Qualifications for Membership:

1. A member in good standing is:

- a. A person or family whose dues are paid and is not indebted to NMHJA.
- b. A person who is not under suspension by United States Equestrian Federation (USEF).
- c. A person who has not knowingly made misrepresentations to or in the name of NMHJA, has not knowingly violated a material Standing Rule or Bylaw of the Association, and is not engaged in un-sportsmanlike conduct at a NMHJA approved show.

2. Any member of NMHJA found not to be in good standing automatically forfeits his or her membership and is therefore ineligible to vote at annual or special meetings of the general membership, or to sign a petition or call for a special meeting, to attend Board of Directors meetings, or to serve as an officer or committee chairperson.

3. The NMHJA Board of Directors shall have the final decision as to membership status and qualifications under these Bylaws.

4. A member found not to be in good standing may submit a new application for membership at any time. Acceptance of the application will be left to the discretion of the Board of Directors under these Bylaws.

C. Annual Dues:

The schedule of dues for each category of membership will be set out in each year's membership application blank available through the NMHJA Membership Chairman or designated representative. The schedule of dues may be adjusted by a simple majority of the general membership in attendance at annual meetings and such adjustment will be reflected on the membership allocation blank.

Individual Membership	\$20.00
Family Membership	\$25.00
Horse Registration	\$ 5.00

Article III. Officers and Directors

A. Board of Directors:

1. The business of NMHJA shall be managed by a Board of Directors, which shall exercise all of the powers of the Association, except as otherwise provided for by the Articles of Incorporation. The Board will consist of and be limited to twelve persons, the four elected officers and the eight active board members.

2. Election of the four elected officers, along with the eight active board members, shall be by written ballot. Such election shall be concluded at least fifteen days prior to the annual meeting. Only members of NMHJA in good standing are eligible to hold office. Ballots should be mailed out to members in good standing at least thirty (30) days in advance of the due date for return. Each completed ballot shall be placed in a numbered envelope, corresponding to a number that has been randomly assigned to each voting member. Each numbered envelope shall be inserted into an addressed envelope. An outside accountant will remove the numbered envelope, verify correct membership number, and tabulate each ballot submitted.

3. The term for each Board Member shall be approximately two years, commencing at the annual meeting and continuing until the last applicable annual meeting of their two year term. This begins with the 1998 Board on a rotating basis; President, Secretary, Points Committee chairman, Awards Committee chairman, Newsletter Committee chairman, and Publicity Committee chairman start their two year term in 1998; Rules and Bylaws Committee chairman, Vice President, Treasurer, Membership Committee chairman, Incentives Committee chairman, and Horse Show Committee chairman start their two year term in 1999. In the event of a vacancy prior to the next annual meeting, the President shall nominate a replacement Board Member for the approval by simple majority of the remaining Directors in attendance. No member of the Board of Directors can hold more than one Board position. In the event of the vacancy of the President, the Vice President will assume the duties of the President and nominate a new Vice President for approval by the Board.

4. Removal of NMHJA Board Members

a. If a NMHJA Board Member misses three consecutive meetings, the President of the NMHJA may exercise the option to replace said NMHJA Board Member, with NMHJA Board of Directors approval.

b. Any member of the of the NMHJA Board of Directors may be removed for cause. A removal action shall be initiated by the written motion of any Board member, followed by a hearing and a vote by the Board.

i) Grounds for removal for cause:

A. behavior contrary to NMHJA membership in good standing;

B. behavior in knowing violation of a NMHJA Rule or Bylaw;

C. willful performance of a function or activity beyond the scope of the Board member's elected position, as defined by NMHJA Bylaws, Article III, Paragraph C and Article IV, Paragraph A, OR beyond the scope of any function which the Board member is required to perform by a majority vote of the Board of Directors, AND which is detrimental to the best interests of the NMHJA.

D. willful failure to perform any duty or function of the Board member's elected position, either as directed by majority vote of the Board of Directors or as set forth in NMHJA Bylaws, Article III, Paragraph C and Article IV, Paragraph A.

ii) Notice: Within thirty days of receipt by the Board of Directors of a written motion for removal, the Rules and Bylaws chairperson shall arrange the matter to be heard at the next regularly scheduled meeting of the Board of Directors.

Should the next regularly scheduled meeting of the Board of Directors convene in less than ten days, the removal hearing shall be held at the following scheduled meeting. Written notice of the removal hearing shall be sent at least ten days in advance of the meeting to the Board member who is the subject of the removal motion, and to all other members of the Board of Directors.

- iii) Conduct: The Rules and Bylaws chairperson shall present the motion for removal, including and questions or discussion. The complaining Board member shall present the issue of the removal motion. The Board member who is the subject of removal motion shall have the opportunity to present his/her position on the motion. Witness may be called for the either side. In the absence of the Rules and Bylaws chairperson, the NMHJA President shall preside over the removal hearing.
- iv) Vote: Upon conclusion of the removal hearing, all members of the Board of Directors who are present at the hearing shall vote on the removal motion. A quorum of Board members must be present for the removal hearing and for the vote. A two-thirds majority of votes shall be required to carry the removal motion.

B. Officers

1. Officers of NMHJA shall be: President, Vice President, Secretary and Treasurer. Officers must be NMHJA members in good standing.

2. The duties, functions and powers of these officers shall be as follows:

a. President:

- i) shall be chief executive of the Association
- ii) shall, when available, preside at Board of Directors meetings, though voting only to break a tie
- iii) shall appoint ad hoc committee chairmen, with Board approval
- iv) shall be kept apprised of and monitor all committee activities
- v) shall be the functionary representative of the Association
- vi) shall be bonded at NMHJA's expense and shall have the authority to control funds in absence of the Treasurer.

b. Vice President:

- i) shall, in the absence of the President, exercise any duty of the President except for B.2. Item vi of President's duties
- ii) shall administer the Association medal program
- iii) shall distribute approval information to perspective groups and coordinate show dates for publication in the Association Newsletter
- iv) shall process show approval applications and determine ratings

c. Secretary:

- i) shall give notice of all meetings
- ii) shall take minutes of all meetings
- iii) shall maintain all correspondence
- iv) shall coordinate the mailing of ballots for elections for officers and directors

d. Treasurer:

- i) shall collect all moneys due the Association
- ii) shall have the care and custody of and shall be responsible for the funds of the Association, obtain Board approval prior to issuing a NMHJA check in excess of five hundred (500) dollars
- iii) shall keep proper records of Association accounts and shall submit all records on Association accounts for biannual audits at the Association's expense
- iv) shall deposit all checks and pay all bills within thirty (30) days of receipt
- v) shall be bonded at the NMHJA's expense
- vi) shall, with NMHJA Board approval, prepare, present and administer budgets and financial contracts

Article IV. Committees

A. Standing Committees:

Standing Committees shall be the Points Committee, the Awards Committee, the Membership Committee, the Newsletter Committee, the Incentives Committee, the Hospitality Committee, the Rules and Bylaws Committee, and the Horse Show Committee. The Committee chairmen are, except in the event of a vacancy, elected by the general membership prior to the annual meeting. Standing Committee chairmen must be members of NMHJA in good standing. The responsibilities of the standing committees are:

1. Rules and Bylaws Committee:
 - a. shall receive and analyze proposed rule change forms prior to the annual meeting and special meetings, to consider Bylaw and Standing Rule changes considering what other Bylaw and Standing Rule changes would have to be made in order to maintain coherence and consistency within the Bylaws and Standing Rules.
 - b. shall become familiar with the Bylaws and Standing Rules in order to advise the Board about needed Bylaw and Standing Rule changes and to assure compliance with the rules.
 - c. shall maintain and update a Policies and Procedures manual for the Board.
 - d. shall oversee and organize the operation of the grievance procedures set out in the Standing Rules.
 - e. shall distribute a copy of the current NMHJA Standing Rules and Bylaws annually.
2. Horse Show Committee:
 - a. shall be responsible for the preparatory work involved in the running of the Association shows.
 - b. shall be responsible for dealing with the show facilities required for the shows.
 - c. shall notify the Board of any necessary contracts or other transactions required for the shows.
 - d. shall insure all horse show date applications are made with USEF and NMHJA
 - e. shall establish a wage rate schedule for all jobs at horse shows
 - f. shall propose officials, employees and services for horse shows
 - g. shall obtain NMHJA Board approval before entering into any contractual agreements
 - h. shall not act as horse show manager at NMHJA sponsored or managed shows
3. Points Committee:
 - a. shall keep an up to date record of the points won by recorded horses and members of this association
 - b. shall place the current point standings in a place for the membership to view at NMHJA approved shows
 - c. shall make current point standings available for regular publication the Association newsletter
 - d. shall coordinate Year End Awards with the Awards Standing Committee
4. Awards Committee:
 - a. shall provide ribbons, First Place and Championship prizes for all classes designated in premium for NMHJA shows
 - b. shall be responsible for presentation of awards in show arena
 - c. shall coordinate Year End Awards with Points chairman
5. Newsletter Committee:
 - a. shall be responsible for the production of the newsletter covering matters of interest to Association members, such as:
 - i) current point standings
 - ii) upcoming meeting dates
 - iii) grievance proceeding
 - b. shall produce the Newsletter at the expense of the Association no fewer than four times per year
6. Incentives Committee:
 - a. shall be responsible for obtaining sponsors and contributions
 - b. shall be in charge of getting other members to help, volunteer and contribute time, money or other efforts to the Association
 - c. shall try to promote involvement in the Association
7. Membership Committee:

- a. shall circulate and accept membership and horse registration applications and shall keep accurate, current lists of all Association members and horse registrations
 - b. shall regularly distribute the current membership and horse registrations list to the Vice President, Secretary, Points Chairman and Awards Chairman
 - c. shall prepare and supply mailing labels of the current membership list for distribution to horse shows and other organizations whose activities are compatible with the purposes of the Association.
 - d. shall provide a copy of the current membership roster to general members upon request.
8. Publicity Committee:
- a. shall publicize NMHJA managed events
- B. Ad Hoc Committees:
- Ad Hoc Committees shall be created by the Board of Directors to serve any special purpose and shall be dissolved by the Board upon completion of their assigned task.
1. Ad Hoc committee members and chairmen may be non-Board members, as well as Board members. Those Ad Hoc committee chairmen who are not Board members may attend meetings of the Board of Directors to present reports, but will not vote at such meetings.
 2. An Ad Hoc Nominating Committee shall be created by the Board of Directors to formulate a slate of NMHJA members in good standing as candidates for Directors at the upcoming annual meeting. The Nominating Committee is encouraged to nominate two candidates for each elected Board position.
 3. No person shall hold more than one committee chair position except for Ad Hoc Committees.

Article V. Meetings

A. Annual Meeting

1. There shall be an annual meeting of the NMHJA general membership at a time and place designated by the Board of Directors. The order of business shall be substantially as follows:
 - a. Call to Order
 - b. Approval of the minutes of the last annual meeting
 - c. President's report
 - d. Treasurer's report
 - e. Report of Standing and Ad Hoc committee chairmen
 - f. General business
 - g. Installation of new directors
2. A simple majority of voting members in attendance is sufficient to carry or to defeat an issue other than Bylaws revisions, which require a two thirds vote of members in attendance at the annual meeting. No voting by proxy will be allowed.
3. The annual meeting shall be conducted under Robert's Rules of Order. At the discretion of the presiding officer, a parliamentarian may be retained, at the expense of the Association, to advise the presiding officer on procedural but not substantive matters.

B. Special Meeting:

1. Special meetings of the general membership shall be called when:
 - a. The President of the Association deems such a meeting necessary or beneficial
 - b. The Board of Directors of the Association deems such a meeting necessary or beneficial
 - c. A member in good standing submits, in writing, a call for a special meeting supported by the signatures of twenty five (25) other members in good standing. The signature of one family member signing on behalf of the family membership counts as two signatures, or, in the alternative, two members of a family membership may sign the call for a special meeting
2. The special meeting shall be held as soon as practical and feasible after receipt of the written call for such a meeting, but in no event more than thirty (30) days after receipt of the call. The Secretary shall notify or arrange for notification, at Association expense, of the membership about the place, time and purpose of the meeting. Such notice shall be in writing and shall be mailed fifteen days prior to the special meeting.
3. A quorum of the NMHJA Board of Directors must be present for the special meeting to conduct business. Should a meeting fail to meet a quorum, the business to be considered at the special meeting shall be referred to the next Board of Directors meeting
4. A simple majority of members in attendance is sufficient to carry or defeat an issue other than Bylaws revision, which requires a two thirds vote of members in attendance at a special meeting.

5. Special meetings shall be conducted under Robert's Rules of Order. At the discretion of the presiding officer, the President of NMHJA, a parliamentarian may be retained, at the expense of the Association, to advise the presiding officer on procedural but not substantive matters.

C. Board of Directors Meetings

1. Meetings of the Board of Directors are open only to members in good standing or guests invited and recognized by the President of NMHJA. Such guests and members who are not on the Board are welcome, but may speak only when recognized by the presiding officer. They have no voting privileges.

2. A quorum of two thirds of current Board members in good standing and in filled positions must be present in order to conduct business at a meeting of the Board of Directors.

3. A simple majority of the Board members present is sufficient to carry or defeat an issue.

4. Board of Directors meetings shall ordinarily be conducted under Robert's Rules of Order, however, Robert's Rules may be suspended for a meeting or portion thereof if the majority of Directors present votes to do so in order to cover business more expeditiously. At the discretion of the presiding officer, a parliamentarian may be retained, at the expense of the Association, to advise the presiding officer on procedural not substantive matters.

5. A calendar of Board meetings will be established by the President at the first Board Meeting of the NMHJA fiscal year.

Article VI. Changes in Rules and Bylaws

A. Initiated at Annual Meeting:

B. Initiated by General Membership:

Any member wishing to propose a new Bylaw or Standing Rule, or to amend or abrogate an existing Bylaw or Standing Rule may present a petition to the Board of Directors. Once validated by the Board, the proposal shall be submitted to the general membership for a vote at an annual or special meeting. The proposed change may be modified at the annual or special meeting. This meeting will be held as soon as feasible and consistent with reasonable notice, but in no event more than thirty (30) days after receipt of the proposal. A two thirds vote cast by members in good standing attending an annual or special meeting is sufficient to carry or defeat a proposed change in the Bylaws. A simple majority of votes cast by members in good standing in attendance is sufficient to carry or to defeat a proposed change in the Standing Rules. Changes in the Standing Rules and Bylaws will take effect at the commencement of the next membership and awards year unless otherwise specified.

Article VII. Insurance

A. Board of Directors Insurance:

NMHJA shall obtain and maintain an officers and directors insurance policy in the amount of not less than \$1,000,000 covering its Board of Directors.