

NEW JERSEY HORSE SHOWS ASSOCIATION, INC.

Constitution and Bylaws

Adopted by  
The NJHSA

# New Jersey Horse Shows Association, Inc.

## CONSTITUTION

### ARTICLE I: Name

The name of this Association shall be "NEW JERSEY HORSE SHOWS ASSOCIATION, INC."

### ARTICLE II: Objectives

The Association is to incorporate as a non-profit corporation in the State of New Jersey and is to have the following objectives:

1. To foster good sportsmanship, further the art of riding and to promote the welfare of horses and ponies.
2. To maintain records of members' points for the purpose of annual High Score Awards.
3. To act consistently with NJHSA's established status as the State-wide, United States Hunter Jumper Association (USHJA) Affiliated Association.
4. To comply with and follow the currently approved Rules of the United States Equestrian Federation (USEF) governing competitions except for currently published NJHSA variances which shall be published in the NJHSA Rules and Specifications.
5. To publish dates for NJHSA-sanctioned horse shows for the benefit of members, officials and show organizers.
6. To maintain current records and to supply information to members.
7. To generate and extend public interest and participation in equestrian activities.

### ARTICLE III: Membership

Sec. 1. Application. Membership becomes effective upon receipt by the Points & Membership Secretary or their designee, of a properly filled out membership application accompanied by the annual fee as published.

Sec. 2. Categories of Membership.

SENIOR. Persons 18 years of age or older as of December 1 of that show year are eligible for Senior Membership upon application accompanied by the annual fee.

Privileges of the Senior Membership include:

1. The right to attend any Executive Board meeting upon prior notice to the President, but with no voting privileges.
2. The right to attend all Annual and Open meetings and to present and discuss any matter.
3. The right to nominate, second, discuss and vote on nominees for officers of the NJHSA following procedures as published.
4. Eligibility to be elected or appointed an officer to the NJHSA pursuant to procedures as published.

5. The right to vote on amendments to the Constitution and Bylaws as proposed by the Executive Board of the NJHSA.
6. The right to compete for annual High Score Awards in classes or divisions offered during the period of membership.
7. The right to receive a copy of the NJHSA Constitution, Bylaws, High Score Award Rules and Specifications, and other publications for members.
8. Other such privileges as voted by the Executive Board.

JUNIOR. Persons less than 18 years of age as of December 1 of that show year are eligible for Junior Membership upon application accompanied by the annual fee.

Privileges of the Junior Membership include:

1. The right to attend any Executive Board meeting upon prior notice to the President, but with no voting privileges.
2. The right to attend all Annual and Open meetings to discuss nominations or motions presented, but with no voting privileges.
3. The right to compete for annual High Score Awards in classes or divisions offered during the period of membership.
4. The right to receive a copy of the NJHSA Constitution, Bylaws, High Score Award Rules and Specifications, and other publications for members.
5. Other such privileges as voted by the Executive Board.

FAMILY. Family memberships are offered to relatives having a common residence with annual fees as published. No more than two Senior Memberships can apply in this category, but one or more Junior Memberships can apply. The Senior and Junior members will enjoy the same privileges as their respective Senior and Junior categories defined above.

LIFE. Persons who are eligible as Senior or Junior Members of the NJHSA who have paid the published Life Member fee. The category of membership is determined by that applicable for New Jersey residents of similar qualifications.

NON-RESIDENT. Any individual, corporation, organization, family or group whose residence, place of business or principal equestrian activity is outside the State of New Jersey is eligible for Membership. The category of membership is determined by that applicable for New Jersey residents of similar qualifications.

SHOW MEMBER. Applies to resident and Non-resident entities that apply to hold horse shows sanctioned by the NJHSA. Show Members may affiliate with the NJHSA upon application and payment of Horse Show fees as published. The responsibilities and privileges of Show Members include:

1. Show Members must operate in accordance with current NJHSA High Score Award Specifications and Rules
2. The right to designate one individual as a registered Show Contact to represent that Show Member in communicating with the NJHSA.
3. The right to apply to the NJHSA for sanction.

FARM/STABLE and CORPORATION MEMBERS. For those who wish to show horses/ponies under a given farm, stable or corporate name. An officer or owner of the farm, stable or corporation must be a Senior member in good standing and will enjoy the privileges accorded to Senior Members. The one-time fee is as published for permanent registry of the Farm/Stable or Corporation entity named. No other membership privileges derive from this category of membership.

#### ARTICLE IV: Equine Registration

Sec. 1. Registration. A horse/pony shown in NJHSA-sanctioned performance divisions shall be registered as follows:

1. By the owner(s) in whose name(s) the horse/pony is shown.
2. By the name(s) of the lessee(s) who is fare considered the owner(s) for the term of the lease.
3. By, and in the name of, the Farm/Stable or Corporation in whose name the horse/pony is shown. An officer or owner of said Farm/Stable or Corporation must be a Senior member in good standing.

Sec 2. Fees. Registration fees are as currently published. Registration transfer fees as published are due upon transfer of ownership,

See 3. Recording. A current record shall be maintained of such registered horses/ponies including ownership of record and identification sufficient to establish that the horse/pony, as represented is currently registered with the NJHSA.

#### ARTICLE V: Officers

Sec. 1. Officers.

The elected Officers of the NJHSA shall include: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Points & Membership Secretary and three (3) delegates-at-large. These Officers comprise the Executive Board. Duties of Officers shall be based upon details as set forth in the Bylaws of the NJHSA.

Sec. 2. Operations

The Executive Board shall be responsible for the day to day operations of the NJHSA. They shall direct the Annual Awards Program and are responsible for the NJHSA Rules and Specifications necessary for the administration thereof with input sought from the general membership at Open Meetings of the NJHSA.

Sec.3. Eligibility. Only Senior members of the NJHSA are eligible for election or appointment as Officers. Officers shall be elected annually at the November meeting.

Sec. 4. Nominations. Candidates shall be nominated upon the basis of interest, capability, and willingness to devote the necessary time to the organization and its administration. The Nominating Committee will present their recommendations to the membership at the October meeting of the NJHSA. During the October meeting motions from the floor for other qualified nominees may be made. Floor nominees must be present to accept the nomination for the desired office if nominated.

Sec. 5. Elections. If the Nominating Committee's recommendations are uncontested, the Recording Secretary shall present the slate of officers at the November meeting of the NJHSA and cast one vote to elect the officers. In the event of a contested election, a mail-in or electronic election will take place. For each elected office, the ballot shall indicate the office and the nominee(s) for each office.

Sec. 4. Standing Committees. The President shall appoint the Chairmen of the Standing Committees. These Standing Committees, shall report to the Executive Board.

#### ARTICLE VI: Meetings

Sec. 1. Annual Meeting. The Annual Meeting will be held in December.

Sec. 2. Open Meetings. Open meetings may be attended by all NJHSA members in good standing. Open Meetings will be held in December (also the Annual Meeting), June, October and November.

Sec. 3. Executive Board Meetings. Executive Board meetings will be held in the intervening months unless waived by a majority of the Executive Board. In no case will two consecutive Executive Board meetings be waived. Executive Board meetings should be conducted in person whenever possible, but under extenuating circumstances Executive Board meetings may be electronic. A quorum will consist of five (5) members of the Executive Board.

Sec. 4. Committee Meetings. Committee meetings may be held at any time a majority of the committee is able to be present. Committee meetings may be in person or electronic.

#### ARTICLE VII: Seal

The seal of the New Jersey Horse Shows Association, Inc. shall be in the form of a circle and shall bear the name of the Association, the of the State in which it was incorporated, the year of its incorporation and the words, "Corporate Seal".

#### ARTICLE VIII: Voting Procedures

Election of Officers, Amendments to the NJHSA Constitution, Bylaws and all other such matters as may properly come before the membership for decision shall be voted by mail or electronic vote. This enables representative voting on issues recognizing the situation of the NJHSA and its membership being dispersed throughout the states. For such balloting, a quorum shall consist of the ballots returned from the voting membership of record. The proposal shall be carried by a simple plurality of the ballots returned.

# New Jersey Horse Shows Association, Inc.

## BYLAWS

### Fundamental Duty

The fundamental duty of the elected officers of the NJHSA is to set up and direct the organization required to implement the objectives of the NJHSA as set forth in the Constitution, Article II. This duty implies the need for consistent policies and procedures. These should be formulated and distributed among the concerned parties.

### Method of Operation

Experience has disclosed that special methods of operation are required to expedite NJHSA activities. The membership is dispersed throughout the state. Yet, timely action is required of officers and committees well before, during and after the show year. It has been found that the general membership cannot be expected to appear in numbers at the Executive Board meetings. Therefore, four open meetings (one being the annual meeting) have been scheduled.

### Detailed Procedures

There are many details of procedures that are necessary to carry out the provisions of the Constitution and Bylaws. These detailed procedures should not be included in the Constitution and Bylaws as they will add length and confusion. These procedures adopted by an organization are called policies and procedures. Illustrative of such adopted procedures are those recited in the NJHSA Rules and Specifications.

### Responsibility

The Constitution sets forth the objectives of the NJHSA in Article II. It is the responsibility of the elected officers to ensure that the functional organization operates under proper control and direction to meet the objectives of the NJHSA. Ultimately, this responsibility devolves from the President through to the officers, committee chairmen, committee members and ultimately, to the membership-at-large.

USHJA affiliated association - Affiliated associations must honor all USEF penalties under the provisions of USEF Rules.

### Specific Duties of Elected Officers

The duty of elected officers is to direct efforts to meet the fundamental objectives of the NJHSA. The specific duties are as follows:

#### President

1. Chair the Executive Board.
2. Preside at meetings of the general membership.

3. Act as the duly recognized spokesperson of the NJHSA.
4. Delegate authority and responsibility to elected or appointed officers consistent with the Constitution and Bylaws.
5. Appoint Chairmen of Standing Committees, or confirm existing appointments
6. Assign tasks to committees
7. Assist officers or committees, as necessary or requested.
8. Coordinate, direct and control all NJHSA activity, with one specific exception. The President shall have neither voice nor control in the appointment of the Nominating Committee.

#### Vice President

1. In the absence of the President, the duties are those of the President.
2. Any authority and responsibility for NJHSA delegated by the President.

#### Treasurer

1. Receive, record, deposit to proper accounts and report funds of NJHSA, maintaining custody of such funds.
2. Make authorized withdrawals from accounts with due regard to interest period closing dates and shall make authorized expenditures on time, recording such withdrawals and expenses and retaining accompanying receipts and/or vouchers justifying the expense.
3. Prepare and have available at each scheduled meeting a summary financial report.
4. A complete financial report shall be prepared and submitted at the June meeting of the NJHSA.
5. The treasurer shall assist the designated auditor and those assigned to prepare, for planning purposes, income and expense budgets.
6. Responsible for having necessary State and Federal reports prepared (with accounting assistance) and submitted on time.
7. Advise the Executive Committee of required action in advance of the dates, so that they are informed of essential work in progress.
8. Legal and accounting assistance may be required and enlisted at the Treasurer's discretion after apprising the Executive Board of this requirement.

#### Recording Secretary

1. Record and prepare minutes of NJHSA proceeding and have these minutes available for scheduled meetings.
2. Maintain the minutes file.
3. Maintain the record of each committee's membership and assigned tasks.
4. Maintain copies of the Constitution and Bylaws.
5. Authenticate all records by signature or seal.

### Corresponding Secretary

1. Consult with the Board concerning outgoing correspondence.
2. Be the official contact for the USHJA.
3. Maintain a file of all correspondence.

### Points & Membership Secretary

1. Maintain and periodically release for publication High Score Award standings of members.
2. Accept and record all proper horse show applications and fees for High Score Award classes and divisions and advise the Board of any irregularities in a timely fashion.
3. Accept and record membership applications, horse and farm registration, member. Ensure that information is provided so that the membership may be apprised of currently scheduled NJHSA sanctioned shows.
4. Review prize lists returned to the Point Secretary for errors, omissions and classes scheduled.
5. Recommended corrective or advisory action to show management. Such action should also be reported to the Executive Board.

### Delegates-at-Large (3)

Three Delegates-at-Large shall be elected officers of the NJHSA with the duty of carrying out the objectives of the NJHSA as outlined in Article II of the Constitution.

Order of Business. The convenient order of business will be followed including:

- Call to order
- Roll call of Executive Board
- Adoption of Minutes of the previous meeting
- Reports and correspondence
- Unfinished business
- New business
- Executive Session
- Announcements and adjournment

### Resignation of Officers

An NJHSA officer may resign from their office at their pleasure. A resignation need be written. A resignation does not require acceptance since the officer resigning can determine their own action. A resignation effective at a future date may be withdrawn until it has been accepted or until the effective date of the resignation. If, however, the resignation is intended to become effective immediately, it cannot be withdrawn.



## Removal of Officers

An organization has an inherent right to remove an officer from office for valid cause. It also has the right to suspend an officer from office. The Executive Board has the authority to determine whether an officer should be removed or suspended from office for valid cause. The common valid causes for removal or suspension from office are, but not limited to:

1. Continued, gross, or willful neglect of the duties of the office.
2. Failure or refusal to disclose necessary information on matters of organization business.
3. Unauthorized expenditures, signing of checks or misuse of organization funds.
4. Unwarranted attacks on the president or refusal to cooperate with him.
5. Misrepresentation of the organizations and its officers to outside persons.
6. Conviction of a felony
7. Membership in subversive organizations.

The procedures for suspending or removing officers must provide adequate notice to the accused officer, a fair hearing, the right to counsel and a reasonable opportunity to defend himself. An officer shall be suspended or removed upon a two-thirds majority vote of the Executive Board. An officer may appeal the decision of the Executive Board to the entire membership to be voted on by mail ballot at the officers' expense. A two-thirds majority vote of the membership is required to overturn the Executive Board's decision.

An officer who complains of improper removal or a member who believes he has been disciplined improperly must show that he has exhausted the procedures for relief afforded by the organization before he appeals to the courts. If proper procedures are followed, the courts will seldom interfere with the removal of an officer for valid cause.

## Vacancy

After an officer has resigned in writing, he cannot simply resume his office. A person who has resigned from an elective office can be restored to that office only if reelected, or by reappointment by the President.

When a vacancy is created, particularly in an elective office, NJHSA operations must continue efficiently. Therefore, pending elections, the President of the NJHSA is authorized to appoint Acting Officers to fulfill vacancies in elected offices temporarily and until the next annual elections. This power of the President is inherent where appointive office is concerned. After an officer resigns or otherwise vacates an office, he continues to be liable for acts he committed or in which he concurred before his resignation or other separation from membership or office held.

## Nomination to more than one Office

No member can accept nomination for or hold more than one office in NJHSA.

## Nominating Committee

The Nominating Committee shall:

1. Be appointed by the Executive Board temporarily chaired by the NJHSA Recording secretary.
2. Report to an appointed member of the Executive Board, rather than the President.

## Selection of a Nominating Committee

The Nominating Committee shall not be chaired by an elected officer of NJHSA. The NJHSA President is prohibited from appointing any members of a Nominating Committee. The NJHSA President cannot give the Committee instructions. The NJHSA President may audit, but cannot take any part in its deliberations.

## Nominating Committee Appointment

The Executive Board chair is temporarily turned over to the Recording Secretary for the sole purpose of appointing the Nominating Committee. The Executive Board then deliberates upon the selection of a qualified and capable Nominating Committee Chairman. The Executive Board may further select one or more members of the Nominating Committee.

## Duties of the Nominating Committee

The Committee may invite suggestions but shall not be limited by them. Suggestions must be received in advance of the scheduled deliberations of the Nominating Committee. The duties of the Nominating Committee are as follows:

1. To study the problems and leadership requirements of the organization.
2. To select nominees who have the experience and qualities to meet the needs of the organization.
3. To interview prospective nominees personally, by telephone, by mail or by email, and secure their consent to serve if elected.
4. To prepare a report containing the Committee's analysis of the leadership needs of the organization, the names of the nominees, their experience and qualifications, and the reasons that the Committee feels the candidates named can meet these needs.
5. To confirm that each-nominee selected meets all statutory requirements for nomination.

## Mail Ballots or Electronic Balloting

The NJHSA has adopted mail or electronic balloting for elections of officers as well as Constitution and Bylaws amendments as delegated in the Constitution. For the purposes of annual elections, the ballot includes the slate of nominees suggested by the Nominating Committee and any nominees from the floor at the October meeting.

In the case of mail balloting, ballots are issued to eligible members for return by mail in the official return envelope provided. Official ballot return envelopes are preaddressed for mail return to a designated recipient. Upon receipt, the ballots are brought, unopened, to the Election Meeting in November. The Chair then directs that the ballots received be turned over to the Tellers of the election. The Tellers then make and certify the final count and report it to the Chair. All ballots must be delivered by mail in the official return addressed envelope provided with one ballot per envelope. Hand carried ballots shall not be accepted.

In the case of electronic balloting, the NJHSA shall use a reputable service that will report the results of the election to a designated recipient. The results of the election shall remain in the custody of the designated recipient until the November meeting where the results shall be made known in their report to the President. In this case, the designated recipient will also act as The Teller.

### Election Tellers

The election of NJHSA officers occurs in a general membership meeting in November. If a mail vote is required as outlined above, Tellers are appointed to count the ballots and to certify the election results to the President. Tellers are appointed by the President. They must be Senior members not currently serving as officers nor be on the ballot.

The Tellers make known the results in their report to the President who announces it to the general membership. Tellers are required to sign and date their tally and to certify the correctness of the count. Elections are effective as of this announcement by the President. New officers take office on the first of December in the calendar year of the election. The term of office ends on the last day of November of the following year.

### Standing and Ad Hoc Committees

Assignments - Committee assignments shall include a statement of the President of the specific tasks assigned. The task order shall include constraints, as indicated by the appointing officer. The order must include a stipulation of the officer to whom the committee is responsible and to whom its report is to be submitted, as well as the due date. The committee has only those rights delegated and authorized, as limited, and subject to responsible officer control and direction.

Reports - The committee will prepare interim and/or final reports to the Executive Board on each task assignment as requested by the President. The report shall contain findings, conclusions and recommendations. These reports shall be submitted and corrected and/or endorsed to the Executive Board.

All correspondence generated by a committee shall be cleared with, and a copy of provided to, the Corresponding Secretary.

Term - The term of the standing or ad hoc committee appointees ends with the annual installation of officers. Appointments of committee Chairmen and/or members may then be confirmed or made for

the newly-elected officer's term. Such confirmation or appointment shall be made promptly, since the function of the committees continues.

#### Standing Committees

Annual Dinner - The Annual Dinner Committee is responsible for planning and execution of the annual dinner within established guidelines. The chairman is appointed by the President with the advice and concurrence of the Executive Board

Annual Horse Show - The Annual Horse Show Committee is responsible for planning and execution of the annual horse show within established guidelines. The chairman is appointed by the President with the advice and concurrence of the Executive Board

#### Parliamentary Procedure

The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony.

All members have equal rights, privileges and obligations as delegated in the Constitution.

The majority vote decides.

The rights of the minority must be protected.

Full and free discussion of every proposition presented for decision is an established right of members.

Every member has the right to know the meaning of the question before the assembly and what its effect will be.

All meetings must be characterized by fairness and good faith.

Roberts Rules of Order Newly Revised, 11th Edition' has been adopted by the NJHSA to control parliamentary procedure and to ensure that the rights of members and of the organization are sustained.