

CLARKSON HORSEMAN ASSOCIATION BY-LAWS

Article I

Organization:

The name of this organization shall be the Clarkson Horseman Association. **Article II**

Article II

Purpose:

The purpose of the Association shall be the education and promotion of horses and horsemanship to the community, striving at all times to ensure honesty, fairness, and fun in all events in which the Association participates or lends its support. This organization is committed to promoting this sport and will be nondiscriminatory in all actions. (Amendment No.1-5/15)

Article III

Membership:

Membership in the CHA is a privilege, not a vested right. Application for membership is open to anyone, individual or family (defined below), without prejudice to age, race, sex, religious or sexual persuasion. Application procedures will be prescribed by the CHA. Membership, or application, may be granted, rejected, or revoked by the Executive Committee or CHA Board of Directors, for cause detrimental to the CHA, its programs, policies, objectives, and harmonious relationship of its members, as determined by the Executive Committee or Board of Directors. Termination of membership proceedings shall be conducted as defined under the CHA disciplinary procedure for notice, hearing, and temporary suspension as defined in the Code of Ethics. The effect of a termination or rejection may be denial of all member privileges as set forth in the CHA Code of Ethics - disciplinary procedure.

Applicants for membership in the CHA understand that application includes a commitment to uphold the by-laws and all rules of this organization that are currently in effect or that may be added at any time during membership, agreement to volunteer at CHA events as prescribed in these by-laws and a willingness to work with all members for the betterment of the association.

Current categories are:

Single membership – any person 19 years of age or older as of January 1st qualifies for single membership - \$20.00

Family Membership – adults and their immediate family, including persons under their guardianship or custody, who reside at the same address - \$25.00

(Amendment No.2-5/15, No.3-5/15, No.4-5/15, No.5-5/15)

Article IV

Meetings:

Meetings will be held the third Thursday of each Month at 7:00 p.m. at the Clarkson Justice Court, 3655 Lake Road, Clarkson, NY.

Board of Director Meetings will be held as needed.

Special meetings may be called by President, Officers, the Board of Directors, or the Committee Head as deemed necessary. Notification will be made by telephone call OR e-mail to those with their email address registered with the CHA.

(Amendment No. 6-5/15)

Article V

Order of Business:

1. Reading of minutes from prior meeting
2. Treasurer's Report
3. Open Forum
4. Reports of Committees
5. Old and Unfinished Business
6. New Business
7. Adjournment

Speeches/comments are limited to 5 minutes per speaker, per topic. Filibuster tactics will not be allowed in attempts to delay or divert attention to matters being discussed. Once a motion has been made and seconded on the floor, no further discussion on the motion will occur. A vote will be called for. All votes will be made by a show of hands. Every attempt will be made to allow discussion to occur prior to a member in good standing making a motion, however, at no time can anyone prevent a member in good standing from making a motion. All motions must be seconded by a different member in good standing prior to a vote being called for. (Amendment No.7-5/15, No.13-5/15)

Article VI

Elections:

Nominations will be made at the October meeting and require a second who will not be the nominated individual. Voting shall occur at the December meeting of the organization. A simple majority of those attending will be considered a quorum on the voting for officer or director positions up for election.

Ballot will be sent to all members with the October Newsletter. Ballots are to be returned prior to the close of the November Meeting (8pm) via mail, email or brought to the November meeting. Voting shall be by all apid members in good standing who are of the age of 18 or older as of January 1st of the voting year.

Any person nominated for an officer or director must have been a paid member in good standing and have attended 60% of all CHA functions or taken an active part in the planning of these functions for the prior year.

(Amendment No.8-5/15, No.9-5/15, No. 10-5/15, No.11-5/15)

Article VII

Officers:

The officers shall be as follows: President, Vice-President, Secretary, and Treasurer. All officers must be paid members in good standing. All officers must be present at 60% of the Club functions in order to maintain their position.

The term of President and the Secretary shall be for two (2) years and shall be voted upon in even years. The term of Vice-President and Treasurer shall be for two (2) years and shall be voted upon in odd years.

The term of the Board of Directors shall be one (1) year. Members of the Board of Directors must be present at 60% of the club functions in order to maintain their position.

President-

The president shall preside at all membership meetings. He or she shall present, at the annual awards banquet/meeting of the Association, an annual report to review the work of the organization for that year. He or she shall appoint all committees, whether temporary or permanent. He or she shall see that all books, reports, and certificates as required by law, are properly kept and filed. He or she shall be one of the officers who may sign the checks or drafts of the Association. He or she shall have the power as may be reasonably construed as belonging to the chief executive of any organization.

Vice-President -

The vice-president shall, in the event of the absence or inability of the president to exercise his or her office, become acting president of the organization with all the rights, privileges, and powers as if he or she had been the duly elected president. The duties of the Vice-President include the hiring of judges. (Amendment No.14-5/15)

Secretary -

The elected secretary shall keep the minutes and records of the organization in appropriate books and shall attend to all correspondence generated as a direct result of board action. It shall be his or her duty to file any certificate required by any statute, federal or state. He or she shall oversee the issuance of all notices incident with rule infractions by members of this organization. He or she may be one of the officers required to sign checks or drafts. He or she shall present to the membership, at any meeting, any communication addressed to him or her as secretary of the organization. He or she shall also be responsible for any correspondence, by-laws, member lists, attendance lists and web page. (Amendment No.15-5/15)

Treasurer-

The treasurer shall have the care and custody of all money belonging to the organization and shall be solely responsible for such money and securities. He or she shall deposit such funds in a regular bank or financial institution and/or savings account. He or she must be one of the officers required to sign the checks or drafts. He or she shall render a Treasurer's Report at each monthly membership meeting. He or she shall exercise all duties incident to the office of treasurer.

Publicity Person-

This will be a position appointed by the Board of Directors. The individual or co-individuals who become the Publicity Chair(s) will report to the Secretary of the organization. The Publicity Chair(s) will be responsible for preparing news releases and articles for the various news organizations to include written, radio, and TV as well as ensuring that the activity flyers are distributed to all local tack shops, feed stores and barns. This will be for a term of 1 year. The individuals(s) who assume this position will preferably be volunteers. (Amendment No.16-5/15, No.17-5/15)

Article VIII**Board of Directors:**

The business of this organization shall be managed by a Board of Directors consisting of eight (8) positions including the Officers of the organization. Each board member shall have one vote except for the President of the organization. The President shall only vote to break a tie. Five (5) members of the board shall constitute a quorum. Meetings shall be held as needed. The Board will meet between the regular meetings of the membership if a need arises to make a decision that cannot wait for the next membership meeting.

The Board of Directors of this association shall have spending authority up to and including \$500 with a majority approval of the Board without need of general membership approval. This will allow the business of the Association to be conducted in a timely manner, especially when equipment or other midsize expenses occur in between the regular general membership meetings.

Article IX**Salaries:**

All officer, director, and committee positions shall be unpaid, voluntary positions. The board shall hire and fix the compensation of any and all employees which they, in their discretion, may deem necessary in the conduct of the business of the organization.

Article X

Committees:

All committees of this organization shall be appointed by the president or acting president and their term of office shall be for a period of necessity or less, if sooner terminated by the action of the president, acting president or board of directors.

Executive Committee:

The Executive committee shall consist of the officers of this association.

Duties of a Committee:

A committee is formed to research their topic and bring recommendations back to the CHA Board of Directors and/or membership for a decision to go ahead or stop.

The Committee Chair leads this process but has no authority to make a sole decision on behalf of the Club. The Chair must obtain approval from the membership at a meeting or if in between regular meetings from the Board of Directors before acting upon a committee's recommendation.

Neither the Chairperson nor any member of a committee has the authority to sign entry forms or contracts on behalf of the CHA. Only a duly elected Officer can sign after approval by the Board of Directors or General Membership at a meeting.

Article XI

Debts:

No member, officer, director, employee, or agent shall be personally responsible or liable for any debts, costs, or judgments imposed upon or against or incurred by this organization.

Article XII

Amendments:

These By-Laws may be changed once accepted by an affirmative vote at any meeting of the organization with 20% of the members or a simple majority of the Board of Directors.

Article XIII

Rules:

Membership Rules and Privileges:

1. Membership dues amounts shall be designated annually (January 1st through December 31st).
2. Your membership must be paid in full in order to earn CHA Year End Awards. You will earn points/hours from the date of paid membership. Your membership will not be retroactive. New Members may join CHA at any point in time during the current year to be eligible for Year End Awards. Complete applications and payment must be mailed to or personally delivered to CHA Secretary or Treasurer. All payments will be received through the mail with CHA or in person at any CHA function. (Amendment No.18-5/15, No.19-5/15, No.20-5/15)
3. Membership Application is open to anyone without bias and who understands that by the act of application and payment of dues there is a commitment to uphold the by-laws and all rules of this organization that are currently in effect or that may be added at any time during membership, agreement to volunteer at CHA events as prescribed in these by-laws and a willingness to work with all members for the betterment of the association. (Amendment No.21-5/15, No. 22-5/15)
4. Members must always enter CHA events under the name in which they obtained CHA membership and must notify

CHA in advance of any legal name change.

5. Members shall not act on behalf of the organization unless they have been appointed to do so by the president or unless they are a director or officer of the organization.

6. All opportunities to participate in events as a member of the organization must be shared with all paid members in good standing. Requirements may be put in place to participate in events to ensure the safety of riders, horses, and spectators.

7. By Laws will be available to all members and the public on the CHA website. A copy of any revisions will also be available. Hard copy will be available to anyone who is interested. Allowance is made for anyone who does not have access to the internet. (Amendment No.23-5/15)
(Amendment No.24-5/15, No.25-5/15)

Article XIV

Code of Ethics

All members shall abide by this Code of Ethics and fall under the disciplinary actions herein described if any violation should occur.

1. Definition of "Member in Good Standing" - A member must meet the following requirements to be considered a member in good standing.

- Annual Dues Paid
- Attend a minimum of 2 General Membership Meetings per year
- Have not been subject to any violations, suspensions or revocations.
- Abides by all by-laws, rules and regulations of the CHA

2. Reasons for Disciplinary Action:

- **Cruelty to Animal** - No abuse or mistreatment of any horse in any manner on the show grounds or club grounds during any event or meeting in any manner will be tolerated. This is defined as any action ,or failure to act which any reasonably prudent person, informed and experienced in accepted training techniques, show procedures, and various discipline customs, would describe as cruel, inhumane, or detrimental to the animal's health and well-being.
- **Unsportsmanlike Conduct** - Unsportsmanlike conduct will not be tolerated at any function of this organization. This is defined as verbal or physical abuse to include: threatening actions, argumentative demeanor, vulgar language, physical contact, spitting, or pushing or any member, officials (judge, ring steward, office help, arena help), other exhibitor, or spectator
- **Bad Checks / Non -Payment** - Any member who has a returned check that is not made good including any fees assessed the CHA within 30 days of the notice

3. Disciplinary Procedures- All decisions regarding disciplinary actions will be decided upon by the CHA Executive Board and sent in writing to the offending member. The offending member may choose to appeal the decision and defend their self by requesting a hearing in front of the Executive Board or by sending a written statement of defense to the Executive Board for their consideration.

Any hearing held by the Executive Board will be informal in nature. The accused person agrees that all witnesses and participants in the hearing will be immune from any civil liability, slander, invasion of privacy, defamation, or product of disparagement for testimony given during this hearing.

Any violation of these Rules or By-Laws by an individual will be subject to the following minimum sanctions as decided upon by the Executive Board of this organization.

- First Offense - No less than 60 day suspension

- Second Offense - No less than a one year suspension
- Third Offense - Permanent revocation of membership

In addition to the above minimum actions, the Executive Board will also have the right to assess the following disciplinary actions: denial of membership privileges including right to vote, denial to have access to show grounds or presence at any CHA event, revoke right to participate in a CHA event. denial to advertise in CHA newsletter and website.

Any member who attempts to influence the outcome of an investigation or a hearing may their self be subject to this disciplinary procedure. (Amendment N0.26-5/15)