

# BY-LAWS OF THE INLAND EMPIRE HUNTER JUMPER ASSOCIATION

Effective September 12, 2012



## ARTICLE 1 - NAME

The name of this organization is the "Inland Empire Hunter Jumper Association."

## ARTICLE 2 - MISSION

The Inland Empire Hunter Jumper Association (IEHJA) sanctions horse shows and events to promote safe, affordable and competitive venues for Hunter, Jumper and Equitation riders, owners and trainers.

## ARTICLE 3 - BOARD OF DIRECTORS

A. The IEHJA Board of Directors (BoD) consists of the following positions: President, 1st Vice President, 2nd Vice-President, Secretary, Treasurer, and four Directors. All members of the BoD must first be members of the IEHJA.

B. **Officers:**

**President:** The President, IEHJA, shall organize and preside at all meetings of the IEHJA and BoD. The President shall ensure that the agenda for each Board Meeting is posted on the IEHJA web site one week prior to the meeting. The President shall vote only on the event of a tie.

**1st Vice-President:** The First Vice-President shall perform the duties of the President in his/her absence or at his/her request.

**2nd Vice-President:** The Second Vice-President shall, in the absence of the First Vice-President, perform the duties of the President in his absence, or at his request.

**Secretary:** The Secretary shall be responsible for: keeping and maintaining minutes for BoD and the IEHJA; conduct all IEHJA correspondence; and, perform other duties as assigned.

**Treasurer:** The Treasurer shall oversee and account for all the funds of the IEHJA, shall produce a written monthly report to the BoD, and produce the Annual Financial Report. The Treasurer shall produce the annual Planning Budget, and perform other duties as assigned.

- C. **Directors:** Each of the four Directors will chair one or more of the IEHJA Standing Committees.
- D. **Election of Officers:** The BoD shall elect the positions of President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer on an annual basis at the November BoD meeting. New officers will begin their term on December 1st of each year.
- E. **Election of Board of Directors:** Members of the BoD will hold office for two years, beginning in 2012.
1. All nine members will be elected in even numbered years. Example: Elections to be held in 2012, 2014 and 2016, etc.
  2. Election will be by mailed ballot. Ballots will be mailed to all members in good standing the first week of October. Ballots must be returned with a postmark on or before October 15th. Those elected will be notified in writing by November 1, of each year. All members age 12 years and over (as of the start of the prior show year) are eligible to vote.
  3. Members wanting to place their name on the ballot must notify the BoD in writing by September 25 of each year.
  4. The new BoD members will be notified in writing of their election.
  5. New BoD members will take office on December 1st of that year. All new and retiring members must attend the November BoD Meeting, for the purpose of briefing and handing over of new duties.
- F. **Suspension/Expulsion:** Should a Director: 1) without cause, be absent from one-third of the BoD meetings; 2) does not perform duties of office; 3) or not be in good standing as a member, may, at the option of the remaining Directors be removed from the BoD, by a majority vote of the remaining Directors.

Written notice will be given by the President, to include results of investigation, to each Board member at least fifteen days before the date of the regular or special meeting of the BoD at which time the vote on the question of his/her removal will be taken.

In the event of the removal of a Director, he/she shall forfeit all rights to such office or to any office of the Association. His/Her successor to the BoD shall be the individual receiving the next highest number of votes at the prior election. The successor shall serve until the next scheduled election for that position.

- G. **Resignation of Director:** If a director needs to resign from the board of directors, he/she must notify IEHJA in writing. His/Her successor to the BoD shall be the individual receiving the next highest number of votes at the prior election. The successor shall

serve until the next scheduled election for that position. If there was no prior election or if there are no available interested members that ran for office in the previous election, a vacancy in a director's position will be filled at the discretion of the board from the pool of senior members in good standing to serve the balance of that director's term.

## **ARTICLE 4 - MEMBERSHIP**

There shall be three types of membership: Junior, Amateur and Trainer. Membership is completed with a filed application and appropriate fees. Members must remain in good standing for membership to continue.

To be a member in good standing members must: 1) have all dues and IEHJA fees paid and up to date; 2) have no outstanding debt with IEHJA or any IEHJA sanctioned show or event; and 3) adhere to the IEHJA By-Laws, Rules and Policies.

- A. **Junior:** Any person who has not reached their 18th birthday as of the first day of the current show year.
- B. **Amateur:** Any person, 18 years of age or older, and who is not a professional as defined by USEF.
- C. **Trainer/Coach:** Any person 18 years of age or older, who receives payment for horse related services as defined by USEF.
- D. **Suspension/Expulsion:** Any member may be suspended or expelled from IEHJA if not in good standing and/or upon complaint by another member.

All complaints must be in writing, clearly state the facts, and include any and all supporting documents and/or statements. Complaints must be submitted to the Chair of the Membership Committee.

Within 30 days of receiving the complaint the Chair of the Membership Committee will conduct a thorough investigation, and provide a written report along with a recommendation (motion) at the next regularly scheduled BoD meeting. Should the issue need to be resolved prior to the regular BoD meeting the Chair of the Membership Committee, will notify the President to call a special meeting. The vote to suspend or expel a member must pass with two-thirds majority of the BoD. The Chair of the Membership Committee, will, in writing, notify the member of the decision, and in writing, notify all show managers of IEHJA sanctioned shows of same.

**Appeals:** A member who has been suspended or expelled may appeal the decision to the BoD. The appeal must be made within 30 days. The member is to notify the Chair, of the Membership Committee in writing, who will have the appeal put on the agenda for the next regularly scheduled BoD meeting. At that meeting the suspended/expelled member may submit any statements or other documentation to the BoD. Further, the

member may make an oral argument. Questions may be asked by the BoD. The vote, which will be done in Executive Session, must pass by a two-thirds majority of the BoD. The suspended/expelled member will receive written notification by the Chair of the Membership Committee, within ten days. All appeals are final.

## **ARTICLE 5 - STANDING COMMITTEES**

The IEHJA shall maintain the following Standing Committees, each to be chaired by a BoD Member. Other Committee members may be from the BoD and/or the membership.

- A. **By-Laws and Rules Committee:** To provide guidance and updates to the BoD concerning IEHJA Bylaws, Rules and Operating Procedures. This committee will accept written suggestions and complaints from the BoD and the membership and maintain a written record of the disposition of all such suggestions and complaints.
- B. **Budget and Fundraising Committee:** This committee will produce the annual planning budget for the IEHJA. Further, the committee will accept suggestions for fundraising from the membership and conduct such fundraising activities.
- C. **Membership and Public Relations Committee:** This committee will maintain the membership roster, accept new members, maintain mailing lists, and maintain the points earned by members. Further, the committee will investigate and research any written complaints to determine if a member is not in good standing, making a written report and recommendation to the BoD. The Membership and Public Relations Committee will maintain the IEHJA web site and produce the quarterly newsletter.
- D. **Banquet Committee:** This committee will plan, organize and put on the IEHJA annual awards banquet, including location, awards, door prizes and other items.
- E. **Show Management Committee:** This committee will develop and update the criteria used to determine qualified judges for IEHJA. The committee will maintain a judges' roster to be used by IEHJA sanctioned shows and will accept suggestions and complaints concerning judges. The committee will maintain a written record of suggestions and complaints along with the disposition. Further, this committee will develop and update the criteria used to determine the appropriateness of show facilities, handle the initial process of show date and management approval, providing a written report to the BoD for vote, and conduct annual inspections of existing show facilities, providing written reports to the BoD.
- F. **IEHJA Year End Show Committee:** This committee will organize and manage the IEHJA year-end championship show to be held the last weekend in October of each year. The committee will choose the location, develop and advertise the premium, obtain necessary staff and judges and manage the year-end show. The committee will develop a show budget and all profits from this show will belong to IEHJA.

- G. At the discretion of the BoD and when the need arises, other standing committees may be formed without having to make an official amendment to these By-Laws. Any new standing committee must be presented at a regularly scheduled board meeting and a two-thirds majority vote of the BoD is required to approve.

## **ARTICLE 6 - MEETINGS**

- A. **Annual Meeting:** The IEHJA shall hold an annual meeting in November of each year. The purpose of the meeting is to provide the annual financial statement, introduce new members of the BoD, and provide any rule changes for the current show year.
- B. **Banquet:** The IEHJA shall hold an annual banquet at the end of each show year. The purpose of the Banquet is to announce and present awards for the prior show year.
- C. **Board of Directors Meetings:** The BoD will meet on a monthly basis. Two-thirds of the BoD shall constitute a quorum. Members may attend BoD meetings, unless the meeting becomes an Executive Session which is only open to BoD members.
- D. **Special Meetings:** Special meetings of the BoD and/or membership may be held at any time upon the call of the President. Notice of the time, place and purpose of any special meeting shall be given to all Directors and/or members in good standing.

## **ARTICLE 7 - GENERAL PROVISIONS**

This article incorporates all IEHJA Rules and Polices.

## **ARTICLE 8 - OFFICIAL RULES**

The IEHJA accomplishes its purpose through a set of Official Rules created by the BoD. Rules may be changed, added and/or deleted at a regular meeting of the BoD. All new changes, no matter when voted on during the year will be implemented and become official on the first day of the new show year.

All suggestions, complaints or comments regarding the Official Rules may be submitted, in writing, to the Chair of the By-Laws and Rules Committee. The Chair will maintain a record of all such suggestions/complaints, and comments.

The By-Laws and Rules Committee will investigate each suggestion/complaint and provide a written copy of such investigation, along with a recommendation to the BoD within 30 days of receipt. Any member found in violation of the Official Rules and policies of the IEHJA will be referred to the membership committee for possible suspension/expulsion.

It is the duty of the BoD to uphold the rules of IEHJA, and the duty of the members to uphold and follow the rules of IEHJA.

## **ARTICLE 9 - AMENDMENTS**

Any proposed amendments to the By-Laws may be introduced by any BoD member at any regular Board Meeting or special meeting called for that purpose, provided a copy of the proposed amendment or amendments shall have been filed with the Secretary at least thirty days prior to such meeting. A two-thirds vote of the BoD members, in person, or by written proxy shall be required to approve and adopt such amendments.

Additionally the By-Laws and Rules Committee will conduct an annual review of the By-Laws to determine compliance and determine if recommendation for change need be made.