

New England Pinto Horse Association, Inc. By-Laws

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

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 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. Cost of membership shall be submitted at the Fall Board/General Membership Meeting by Executive Officers to the Board of Directors. This increase shall not exceed twenty percent (20%) of the current membership rate, or be increased more than forty percent (40%) over a two (2) year period.

b. Family Membership shall consist of a legally married couple and up to two (2) unmarried children eighteen (18) years old and under as of January 1st. Each additional child shall be a \$5.00 surcharge. Their immediate family also includes persons under their guardianship or custody who reside at the same address. A Family Membership retains one vote on all matters concerning NEPtHA Elections.

c. Joint Membership shall consist of two people nineteen (19) and over living at the same address married or unmarried without children. A Joint Membership retains two separate votes concerning NEPtHA Elections.

d. Youth/Junior Membership shall consist of an individual eighteen (18) years of age and under as of January 1st. A Youth Membership has no voting privileges concerning NEPtHA Elections.

e. Individual Membership shall consist of a person 19 year or older. An Individual Membership retains one vote on all matters concerning NEPtHA Elections.

f. Lifetime Membership shall constitute a one-time payment for an Individual Member nineteen (19) years of age as of January 1st and shall retain a single vote concerning NEPtHA Elections. A Youth/Junior Membership shall constitute 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.

g. Membership notification shall come via e-mail with all information pertaining to your type of membership purchased. A hard copy of your membership card may be obtained from the membership secretary at all NEPtHA Horse Shows.

h. Membership fees are neither transferable nor refundable.

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 association. A grievance must be filed within ten (10) days of occurrence to The Chairman of The Board or an Executive Officer of New England Pinto Horse Association, Inc. who shall then involve the Chairman of the Grievance Committee. 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.

a. Actions will be taken to ensure the safety of this association in the event that any endangerment, physical or financial has taken place.

b. Any member that has criminal charges filed for a crime shall have their membership and the rights that accompany their membership revoked until a verdict of innocence has been proven in a Court of Law.

Section 4: Reinstatement

Any 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: Code of Conduct

a. Courtesy and Insubordination; AT NO TIME shall a member, exhibitor individual at any NEPtHA Event or vendor be disrespectful to a Judge, Show Manager or Show Staff, may result in immediate removal from the show grounds and depending on the infraction could mean restriction from all NEPtHA events for a period of one year (12 Months).

Article II: Indebtedness

a. 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 and points from the present show **SHALL NOT be counted for year end awards.**

A grace period of five (5) days from the date of indebtedness will be given in which to settle non-payment of bad debt after which they shall be assessed a one hundred dollar (\$100.00) surcharge.

b. In the event that two (2) checks have been returned to NEPtHA from the same person, NEPtHA reserves the right to demand cash/credit card payments.

c. New England Pinto Horse Association Inc. also reserves the right to demand an up front payment from anyone that has left the show grounds without paying their bill or leaving any debt unpaid. This payment shall be in the form of CASH , BANK CHECK , MONEY ORDER OR CREDIT CARD only. (NO DEBIT CARDS)

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 Association.

a. It is **MANDATORY that all Executive Officers and State Board Members attend the Spring and Fall General Membership/Board Meetings.**

1. 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.

2. Members from a distance of three (3) hours or more or a valid excuse not to be present in person may call/video in for the required meetings.

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.

d. It is **mandatory that ALL BOARD MEMBERS have both their National (PtHA) and NEPtHA dues paid by December 31st. to retain your elected seat.**

e. Failure to comply with Article III, section d will mean automatic dismissal from the Board of Directors, this includes Both the Executive Members and State Directors.

f. It is **mandatory that all Officers and State Directors assist at all NEPtHA functions such as horse shows and awards banquets.**

g. Any member running for an Executive Officers seat must reside in one of the New England States, ie; Maine, Vermont, New Hampshire, Massachusetts, Connecticut and Rhode Island.

Section 1: Chairman of The Board

The Chairman of The Board shall be appointed by the Executive 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.

b. The Chairman of the Board DOES NOT get a vote on matters concerning the operation of the Association BUT shall retain the right to vote as a member of NEpTHA.

c. The Chairman of The Board shall have the right to call for disciplinary actions against any member of the Board if they have just cause including insubordination, proof of cause of harm to the Association physically or financially.

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 Association. 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 Association.

c. Shall reserve the right to appoint any member in good standing to the vacant State Directors seats of NEpTHA.

d. Shall retain their appointed seat for a term of two consecutive years and shall alternate years with the Vice President. (If approved 2024 will be a 2 year appointment)

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 Association.

a. The Vice President shall be Chairman of the Finance Committee and ensure submission of the annual budget to the Board of Directors. He/She shall present the budget to the Board and shall submit the budget with the Horse Show Approval paperwork to Nationals.

b. If the President should resign their seat the Vice President shall be appointed as President and the Executive Board shall appoint a temporary Vice President from the State Directors of the Association.

c. The Vice President shall retain the right to vote on all matters concerning the Association.

d. Shall retain their appointed seat for a term of two consecutive years and shall alternate years with the President. (If approved 2024 will be a 1 year appointment)

Section 4: Secretary

a. Shall keep and maintain the minutes of all meetings of the Association, 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 Association, these minutes shall be an accurate and official record of all meeting ratification.

1. These records shall be kept via electronic means such as Drive external storage and shall be backed up to assure the records safekeeping in a secondary file.

2. Shall file all meeting minutes in a Drive folder that shall be readily available to the Membership.

3. Cause to be kept and maintained accurately, a roster showing Names, Addresses, type of membership held in the Association of each active member. This roster SHALL NOT list any information of members under the age of 18 (eighteen) years of age that shall be published or printed.

c. The Secretary shall be sole correspondent between the Officers, Board of Directors and the General Membership on all Association's information, scheduled meetings and activities.

d. Shall prepare an agenda for all meetings

e. Meeting minutes shall be available to the membership no later than twenty (20) days after the meeting and shall be stored in the Secretary Drive Folder and shall be readily available to the membership of the Association over the NEPTHA website.

f. Shall pass at the Fall Meeting and shall provide all current passwords and accounts for all Association electronic means of storage.

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

h. A membership secretary may be appointed

i. Shall retain their appointed seat for a term of two consecutive years and shall alternate years with the Treasurer. (If approved 2024 will be a 2 year appointment)

Section 5: Treasurer

The Treasurer shall;

a. Receive all of the Association's funds, keep them in a repository approved by the Executive Committee.

b. Keep faithful records of all expenditures on QuickBooks spreadsheets and shall produce electronic copies of all reports and file them monthly in the Drive file.

c. Must receive all information from Judges and Staff to produce a 1099 for tax purposes, shall secure and submit the Associations taxes ON TIME each year and shall notify the Board of Directors upon completion.

d. Provide the Executive officers and Board of Directors with written monthly reports to include all balances, expenses and debits occurred for the Association on an electronic spreadsheet and shall place all reports in the Drive File to be available to the membership. He/She shall store the original copy in the Treasurers Drive file.

e. Disburse the Association funds as approved by the Executive officers and Board of Directors and shall make payments for the Associations monthly expenses.

f. Shall be a member of the Finance Committee.

g. Shall notify the Officers and The Board of Directors of all expenses submitted under the \$200.00 purchase allowance (Article IV Section c) that does not require Board Pre-Approval for purchase.

h. Shall surrender and produce all records for audit to the elected Treasurer at the Fall Meeting.

i. The Treasurer shall upon request of the Board of Directors present the current year's documentation for audit up to twice a year to the Chairman of the Finance Committee who may enlist the assistance of up to two members in good standing, but NOT seated on the Board of Directors to finalize an audit.

j. Failure to present the documentation shall result in immediate dismissal and an audit shall be performed prior to the appointment of a new treasurer.

k. The audit shall not interfere with the scheduled monthly payments of the Association and must be done in haste as not to cause late payment fees.

l. The Treasurer Shall retain the right to vote on all matters concerning the organization.

m. Shall retain their appointed seat for a term of two years and shall alternate year with the Secretary. (If approved 2024 will be 1 year appointment)

Article IV: Duties of the Board of Directors

a. The Board of Directors shall be the policy making body of the Association 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.

b. Any Board member may use up to two hundred dollars (\$200.00) for an emergency purchase **ONLY** for items needed for the operation of the Association. These funds **SHALL NOT** be used for items such as awards, show items, bonuses or personal expenses such as hotels or gasoline.

c. NO Board member shall fund this Association in any form of cash, credit or loan for any reason.

d. Any cash donation made to the Association; must be accompanied by a letter of intent to legally cover the Association and the donor of the funds.

e. Any member that has accepted a seat on the Board is expected to fulfill their position for their term as elected by the members of this Association and shall exercise their appointed duties to the best of their ability once accepted.

f. 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 five years (60 months).

g. Any Board Member that has resigned their position on the Board of Directors two times shall not be allowed to hold a seat on the Board of Directors or any Committee of the Association for the period of their membership with NEPTHA.

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

i. Prior notification is necessary to provide a computer or phone for options.

j. 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.

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

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

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

Article V: Meetings

Section 1: Required Meetings

This Association 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 submission annual reports from all the Officers and Committees. The Fall Meeting shall be designated 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 meetings 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 OR three (3) Executive Members shall constitute a quorum in order to conduct business at any meeting of the Board of Directors.

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. Treasurer's 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 these ByLaws should conflict with the rules and regulations of the Pinto Horse Association of America, Inc., PtHA Rules and Regulations shall prevail. This Association shall govern its procedure by "Robert's 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 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 distribute a nomination form and ballot each year over electronic means of balloting and shall present the results to the Executive Officers and the Board of Directors at the Fall Board/General Membership meeting and the elected members shall be put in place as the current Board of Directors.

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 to prepare all documentation needed to execute the Horse Shows for the season and shall file all documentation within time restraints set by PtHA Nationals.
- b. Documentation shall be submitted to the person appointed by the President that shall be filing the paperwork with Nationals.
- c. The Chairperson 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 Association for show season.
- d. This Committee shall appoint a Member to contract employees and Judges for the show season and shall appoint a suitable Show Manager to handle management of the Horse Shows for the season upon approval of the Executive Officers and The Board of Directors.
- e. Shall have available all show information for distribution to NEPtHA Website and exhibitors including Stalling and Camper Information, Show and Show Ground Rules, Class Lists and Registration Information for the upcoming season.
- f. An Appointed Committee member 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.
- g. An appointed Committee member shall communicate with the 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 Members, who MAY NOT be 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/or disputes between members of the Association.

- 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 whose decision shall be final.

Section 5: Finance Committee

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

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

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 enlist members to assist in and be responsible for the updating the NEPthA Constitution and By-Laws and to distribute to the NEPthA Website 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 electronic nominations to all members in good standing. The Committee Chair shall notify Members of nominations and verify their acceptance running status.

Section 2: Balloting Procedure/Voting

The Nomination Committee Chairperson shall prepare and shall notify to all members in good standing an electronic ballot stating the names of candidates proposed by the Nomination Committee, and space for a write-in vote for each office over electronic balloting system. The Chairman shall monitor the electronic balloting, ballots shall be sent in accordance with the electronic systems requirements.

- a. No member may be listed more than once on any ballot.
- b. No Member may hold a State Directors Seat and an Executive Officers seat at the same time.
- c. All nominees must signify willingness to accept and their appointed office.
- d. Ballots to the membership shall be sent through an electronic balloting system.
- e. It is the members responsibility to find and fill out their ballot within their personal email.
- f. No paper ballots shall be accepted.

g. Nomination Committee Chairperson shall present the ballots to the Executive Officers, Board of Directors and the General Membership at the Fall Meeting and shall be reflected in the meeting minutes.

h. All ballots shall be retained by the Secretary of NEPthA for the term of one year and shall be stored offsite in the Secretary files until the next voting term.

Article XI: Amendment

Any amendment to these By-Laws may be proposed in writing at either Spring or Fall Board/General Membership meeting, shall be approved by the majority of the Members present and immediately implemented as the Associations ByLaws.

Article XII: Document Revision

Document revised: (Month, Year, Edited by)

October 2016

John Cunningham

February 2017

John Cunningham

Deborah Schley

August 2019

John Cunningham

November 2019

John Cunningham

October 2020

John Cunningham

November 2021

John Cunningham

Cher Lago

November 2022

John Cunningham

Sarah Ladd

November 2023

John Cunningham