

**C.J.H.A.
BY-LAWS
2007**

Central Jersey Horseman's Association

**BY-LAWS OF CENTRAL JERSEY HORSEMAN'S ASSOCIATION INC.
A NON-PROFIT ORGANIZATION**

ARTICLE I – NAME, LOCATION AND PURPOSE

- Section 1. The name of this organization shall be known as the Central Jersey Horseman's Association Inc. herein after referred to as CJHA (an educational recreational horse club in central New Jersey).
- Section 2. The location of this organization shall be CJHA, P.O. Box 588, Farmingdale, NJ 07727. All shows are held at the Monmouth County Parks System, East Freehold Showgrounds, Kozloski Road, Freehold, New Jersey.
- Section 3. The purpose of this organization shall be to promote the horse industry to the public through quality horse shows, to educate and encourage exhibitors to participate in safe and entertaining activities.

ARTICLE II – DURATION, FISCAL YEAR, MEMBERSHIP, NEGATION OF PECUNIARY GAIN AND PURPOSE

- Section 1. The period of duration of this organization shall be until such time as its activities have ceased to exist.
- Section 2. This organization's fiscal year shall begin on January 1st and shall end on December 31st of each calendar year.
- Section 3. The method and conditions on which a member shall be discharged or expelled shall be as follows.

Members may be discharged or expelled from this organization by any majority vote of the Board of the Directors for actions considered not to be in the best interests of this organization (violation of show rules and bylaw.).

- Section 4. No part of this organization's net earnings shall ensure the benefit of any member, officer or trustee. Any member, non-member, officer or trustee that provides services related to the running of a show can be paid for their services at a pre-determined fee voted on by the Board of Directors. Sufficient funds to enable the organization to commence the next year's show season must be left in the Treasury (i.e. Insurance, deposit for show grounds, daily operations, and supplies).
- Section 5. The purpose of CJHA is as follows;
- A. The Central Jersey Horseman's Association is a non-profit organization that holds a series of six schooling horse shows per year. The schooling shows are design to attract exhibitors of all skill levels and disciplines, such as Equitation, Hunters, Jumpers, Western Horsemanship, Pleasure and Speed. The Central Jersey Horseman's Association is the foundation in learning and experiencing show horsemanship.
- B. A year-end awards program is held for exhibitors to monitor their progress throughout the show season. Exhibitors are awarded points at each show for their performance. A running total of points are kept throughout the series. A year end banquet is held in which showing members receive Grand and Reserve High Point Division championships, as well as recognition for accumulative points up to tenth place for all divisions.

ARTICLE III – MEMBERSHIP, REGISTRATION AND DUES

- Section 1. Membership in this organization shall commence upon receipt of the completed application and the appropriate dues. By-laws are posted online at www.cjha.org or will be mailed to a member upon request, along with a \$ 2.00 fee, to cover postage and handling.
- Section 2. Membership will be from January 1 or as of the date the membership fee is paid within a calendar year to CJHA.
- Section 3. The Board of Directors will establish all registration and membership fees. These fees shall entitle the horse or competitor to compete for and Association Year End Award, provided the horse/exhibitor is a registered member.
- Section 4. Any member may withdraw from this Association at any time by notifying the Board of Directors in writing. The withdrawal shall be read into the minutes of the next Board of Directors meeting and shall become a permanent record of CJHA organization.

ARTICLE IV – GOVERNMENTAL ORGANIZATION, ELECTION OF OFFICERS AND TRUSTEES

- Section 1. The Board of Directors shall consist of a President, a Vice President, a Corresponding Secretary, a Recording Secretary and a Treasurer as officers. There shall be a maximum of nine (9) Trustees, and two (2) alternate Trustees. Alternate Trustees will be responsible to assume the responsibilities of a Trustee in the event a current Trustee either resigns or is no longer capable of fulfilling their duties. Boards of Directors are not to be related by blood or marriage if their responsibilities include the handling or management of CJHA's funds.
- Section 2. The Officers shall be ineligible to serve more than two (2) consecutive years in the same capacity. (This section shall be amendable in the event that a given officer goes unchallenged for the year following a second term.).
- Section 3. The required age for individuals to serve as Officers or Trustees shall be at least 18 years of age. Any person serving as an Officer or Trustee must be a member in good standing.
- Section 4. Annual nominations shall take place at an open meeting in October. Additional nominations may be accepted in November in the event there are still positions available. The Officers and Trustees shall be elected by the count of ballot votes at an open meeting in November. Officers and Trustees shall take office on January 1st of each year.
- Section 5. There shall be two (2) inspectors of election appointed by the President at the election meeting. Their purpose shall be to count the ballots and to report their findings to the members.

Section 6. In the event that an Officer must vacate their office, such vacancy shall be filled from the remaining members of the Board of Directors by nomination. At such time the board will cast a vote by secret ballot.

Section 7. By January 1, any and all records of CJHA must be returned to the new Officers and Trustees. If any member resigns, or is terminated before year-end, any and all records must be returned to the remaining Officer and Trustees within 30 calendar days.

ARTICLE V – DUTIES OF THE OFFICERS AND TRUSTEES

Section 1. The President shall preside at all meetings, shall call executive and special meetings when necessary. He/She shall appoint chairpersons of the committees provided for in these by-laws, and such other committees as from time to time seem advisable.

Section 2. The Vice President shall preside at the meeting in the absence of the President and shall substitute in the absence of any other officer.

Section 3. The Recording Secretary will keep detailed records of all regular and special meetings. All board meeting minutes and tapes are to remain in the Recording Secretary's possession and can be reviewed by members at the Recording Secretary's convenience. The Recording Secretary shall also keep an accurate attendance record at all meetings.

Section 4. The Corresponding Secretary shall take care of all correspondence of CJHA and shall notify general membership by mail or e-mail of all meetings.

Section 5. The Treasurer shall have charge of all funds of CJHA. The Treasurer shall keep an accurate account of all funds received and disbursed. The Treasurer shall disburse all funds and any funds exceeding \$300.00 as directed or authorized by the Board of Directors in the operation of the business and affairs of CJHA. At the beginning of each calendar year the Treasurer shall develop a proposed budget and present it to the board of Directors for approval. The Treasurer shall provide a year to date record of all expenditures and funds received at each regular meeting. A receipt must accompany any and all disbursements.

Section 6. The CJHA's governing body (Officers and Trustees, collectively known as the Board of Directors) will be responsible for the overseeing of the property, funds, affairs and business to the best interest of the association.

Section 7. The Board of Directors shall be charged with managing the affairs of the Association in accordance with the Roberts Rules of Order, and to chair such committees as are assigned by the President, in the best interest of the Association.

ARTICLE VI – Managers and Committees

Section 1. There shall be the following standing committees and Managers:

- Show Manager:
 - Opening and Closing Of Show Grounds
 - Radio and Equipment Maintenance and Distribution
 - Decisions related to Show Rules (NJPHA, NJHSA, USEF and CJHA)
 - Arbitration of Disputes on the Show Grounds
 - Keeping show running in a timely manner
 - Responsible to make sure all duties are followed through by the Judges, Announcer, and Ring Stewards

- Show Committee
 - Prize List
 - Park Permits
 - EMT
 - Show Dates
 - Show Booklet/ Advertisements
 - Food Distributors
 - Hiring of Judges
 - Hiring of Announcer
 - Hiring of Ring Stewards
 - Jump Set-up Arrangements
 - Insurance

- Secretary Stand Committee
 - Opening and Closing of daily financial responsibility during the show
 - Show Numbers
 - Pre Entries
 - Post Entries
 - Membership Entries
 - Point Tally Sheets
 - Judge Cards
 - Announcer Sheets
 - Office Supplies

- Awards & Points Committee
 - Trophies and Ribbons
 - Points Recording/ YTD
 - Posting Points/ Webmaster
 - NJPHA-File forms and payment arrangements
 - NJHSA-File forms and payments arrangements

- Banquet Committee
 - Venue
 - Budget
 - Booklet/ Advertisements
 - Set-up (creating and sending banquet Invitations, DJ, Decorating)

- Youth Committee
 - Assisting & Volunteering to support CJHA
 - Runners/ Ring Stewards (must be minim age of 16)

ARTICLE VII – MEETINGS AND AMENDMENTS

- Section 1. Meetings of the Association shall be the first Wednesday of each month, excluding the month of December. The Meeting shall be held at a place, as the Board of Directors shall designate.
- Section 2. Each board member shall be entitled to vote on any issue related to CJHA providing the member is present at the general meeting and or in good standing with CJHA. All members are welcome to attend the board meetings. The date and time of meetings will be published on the CJHA website www.cjha.org
- Section 3. All board members and trustees must attend a minimum of six general meeting through out the calendar year to continue in good faith with the board. For any reasons the board member does not attend six meeting within their present term and or does not attend three consecutive meeting, that board person will be up for review by the remaining board members. The board member or trustee must have a valid reason by writing, phone or e-mail of not attending. At that time if the board member or trustee doesn't have a valid reason. The remaining board members maybe discharge that board member with a majority vote by the remaining board. The board member will be notified in writing within three business days.
- A. Special or emergency meetings of the Board may be called at any time and place by the President, Vice President, or any four (4) members of the Board, providing that all Officers and Trustees have been apprised of the time, date, place and purpose of the meeting at least seventy-two (72) hours before the scheduled time of the meeting.
- B. Trustees must call a meeting within one week of receiving notification of a properly filed grievance that must include a \$10.00 filing fee. The purpose of meeting is to review the reason for the notification. If the grievance is found to be valid, both the complainant and accused shall meet with the Board to decide the issue. If the Board cannot reach a decision, the general membership will vote to decide if the grievance is valid. The filing fee will be returned if the grievance is proved valid.
- Section 4. A Quorum shall be required to exercise a vote at all meetings, including special meetings, of the Association. A quorum shall exist if there is a minimum of five (5) members of the Board of Directors present for CJHA business to be conducted by such Quorum.
- Section 5. All meetings of the Association shall be conducted according to the Roberts Rules of Order.

Section 6. The order of business at all meetings of the Association shall be as follows:

- A. Meeting is called to order.
- B. Calling of Role of Officers
- C. Reading of the Minutes
- D. Treasurer's Report
- E. Corresponding Secretary's Report
- F. Reports of committees.
- G. Old Business
- H. New Business
- I. Adjournment of the meeting

Section 7 Special or emergency meetings of the Board of Directors are closed (board members and invitees only). The Board will consist of elected trustees and elected Officers of the organization, each carrying (1) vote.

ARTICLE IX – AMENDMENTS OF THE BY-LAWS

Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting, provided the members are notified in advance of the nature of business to be conducted and provided the proposed amendment was presented at three (3) previous regular meetings.

Submitted by the By-Laws Committee:

Leslie Decker
Christine Loudon
Adele Sessa
Michele Policari