

**Central Jersey Horseman's Association
By-Laws**

ARTICLE I – NAME, LOCATION, AND PURPOSE

Section 1. The name of this organization shall be the Central Jersey Horseman's Association Inc. herein after referred to as CJHA or the Association.

Section 2. The mailing address of this organization shall be: CJHA, P.O. Box 588, Farmingdale, NJ 07727, unless deemed inconvenient for the current treasurer, an alternate location can be used. This will require a board vote. All shows are held at the Monmouth County Parks System, East Freehold Show Grounds, 1500 Kozloski Road, Freehold, New Jersey, 07728. Alternate locations may be used, if necessary, due to scheduling conflicts.

Section 3. The purpose of this organization shall be to promote the horse industry to the public through quality horse shows, and to educate and encourage exhibitors to participate in safe and entertaining equestrian activities.

- A.** The Central Jersey Horseman's Association is a 501(c)4 non-profit organization that holds a series of six schooling horse shows per year. The schooling shows are designed to attract exhibitors of all skill levels and disciplines.
- B.** The Central Jersey Horseman's Association is dedicated to the promotion of strong foundations in horsemanship.
- C.** An Annual awards program is conducted for exhibitors to recognize their progress and achievement throughout the show season. Exhibitors are awarded points at each show for their performance. Points are awarded based on the current Rules, Policies and Practices as posted in the annual Prize Book. Point standings are published on the website. Qualified members (as specified in the rules) may receive Grand and Reserve High Point Division championships, as well as recognition up to eighth place for all divisions based on points accumulated for the season. Special Perpetual Trophies are awarded for various achievements as specified by the trophy donor.

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

Section 1. The period of duration of this organization shall be until such time as its activities have ceased to exist, or the Board of Directors has voted to dissolve the organization.

Section 2. The organization's fiscal year shall begin on January 1st and shall end on December 31st of each calendar year.

Section 3. Members may be discharged or expelled from the organization by a majority vote of the Board of the Directors for actions that directly violate the rules or contradict or undermine the purpose of the organization.

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.

Section 5. All funds are to be used for the benefit of the association membership or community support (charitable donations), except sufficient funds (a minimum of \$10,000) 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).

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 and Rules are posted online at cjha.org or will be mailed to a member upon request, submitted along with a fee, to cover postage and handling.

Section 2. Membership will be from the date the membership fee has been paid and will end on December 31st of the current calendar year.

Section 3. The Board of Directors will establish all registration and membership fees. Payment of these fees shall entitle the horse or competitor to compete for Association Year End Awards, provided the horse/competitor is a registered Member and meets the eligibility requirements as stated in the Prize Book Rules, Policies and Practices each year.

Section 4. By applying for membership, the member agrees to abide by all the Rules, Policies and Practices as published in the annual Prize Book and website.

Section 5. 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 the CJHA organization. There will be no refunds for membership, back numbers or any show related fees.

Section 6. The Association shall maintain records including, personal and financial data obtained from membership applications, horse registrations, show registrations and other means in order to conduct the business of the Association. These records will be used and protected in accordance with our published Privacy Policy.

ARTICLE IV – GOVERNMENTAL ORGANIZATION, ELECTION OF OFFICERS AND TRUSTEES

Section 1. The Board of Directors shall be defined as the combination of the executive board and trustees. The Executive board shall be comprised of a President, Vice President, Secretary, and Treasurer. The number of trustees is to be determined by the officers. The number of members of the Board of Directors shall be odd at all times, if this is not the case the President will be requested to abstain from voting if there is a tie. The Board of Directors shall manage the affairs and business of the organization.

Section 2. Each selected member of the board of Directors shall serve for one year and may succeed himself or herself. If a Board of Directors vacancy occurs between the annual election meeting from any cause what so ever, a member shall fill such vacancy for the balance of term elected by the Board of Directors.

Section 3. All nominees for officers must preside as a trustee on the Board for a minimum of 1 year.

Section 4. The minimum age for individuals to serve as officers or Trustees shall be 18 years of age. Any person serving as an Officer or Trustee must be a current association member.

Section 5. Annual nominations shall take place at the monthly meeting in September. Additional nominations may be accepted in October 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 October. Officers and Trustees shall take office on November 1st of each year. All current board members are eligible to cast a vote in the election. Any ongoing committees will remain intact until the conclusion of the event.

Section 6. 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 7. 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 members will cast a vote by secret ballot.

Section 8. By November 1st, any and all records of CJHA must be turned over 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 Officers and Trustees within 30 calendar days.

ARTICLE V – DUTIES OF THE OFFICERS AND TRUSTEES

Section 1. The President shall preside at all meetings, and shall call executive and special meetings when necessary. The President shall appoint chairpersons of the committees provided for in these by-laws, as deemed necessary.

Section 2. The Vice President shall preside at the meeting in the absence of the President.

Section 3. The Secretary will keep detailed records of all regular and special meetings. All board meeting minutes are to remain in the Secretary's possession, copies of which will be posted electronically, and can be reviewed by members at the Secretary's convenience. The Secretary shall also keep an accurate attendance record at all meetings. The Secretary shall be responsible for all electronic correspondence of CJHA.

Section 4. 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 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 all disbursements. In addition, a signed Reimbursement Request form will be required for funds disbursed to a member who has made a purchase on behalf of the Association. The Treasurer shall insure all Federal, State and local business forms are completed and submitted on time. The Treasurer is responsible for obtaining the Association's liability insurance.

Section 5. 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 6. Committee chairs will be assigned by the President.

ARTICLE VI – MEETINGS AND COMMUNICATIONS

Section 1. Regular meetings of the association shall be held once a month at a date and time that is agreeable to the majority of the Board of Directors. All members are welcome to attend the regular board meetings. The date and time of meetings will be published on the CJHA website: www.cjha.org.

- 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. Special or emergency meetings of the Board of Directors are closed (board members and invitees only).
- B. The Board must call a meeting (in person or virtual) within one week of receiving notification of a properly filed grievance that must include a \$25.00 filing fee. The purpose of the meeting is to review the reason for the grievance. If the grievance is found to be valid both the complainant and accused shall meet with the Board to decide the issue. The filing fee will be returned if the grievance is proved valid.

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. Board members will be considered present if they are available via phone or video chat for the duration of the meeting.

Section 3. All board members and trustees must attend a minimum of six general meetings throughout the calendar year to continue in good faith standing with the board. If a board member does not attend six meetings within their current term or does not attend three consecutive meetings, that board member will be subject to review by the remaining board members. The board member or trustee must have submitted a valid reason in writing, phone or e-mail for not attending prior to the meeting. If the remainder of the board determines that there is not a valid reason for the absence, the board may discharge that board member with a majority vote. The board member will be notified in writing within three business days.

Section 4. A Quorum shall be required to exercise a vote at all meetings, including special meeting, of the Association. A Quorum shall exist if there is a minimum of 60% of the Board of Directors, including the President and Vice President, present for CJHA business to be conducted by such quorum.

Section 5. From time to time urgent situations may arise that require immediate attention and a vote from the Board. Such votes may be conducted via email (email must be sent a minimum of two times). A formal motion shall be made, with supporting documentation of the reason for the request; so all Board members can make a fully informed decision. Board members shall have seventy-two (72) hours to vote on the motion. If the motion is defeated, a modified motion may be submitted. The modified motion will have an additional 72 hours for open vote. The majority shall carry if a quorum exists. The individual initiating the motion shall be responsible to tally the votes and submit the motion and voting results to the board members and the Secretary to become part of the minutes at the next regular meeting.

Section 6. All meetings of the Association shall be conducted according to the Roberts Rules of Order.

Section 7. The order of business at all meetings of the Association shall be as follows:

- A. Meeting is called to order
- B. Reading of the Minutes
- C. Treasurer's Report
- D. Reports of Committees
- E. Old Business
- F. New Business
- G. Other Business
- H. Select next meeting date, time, and location
- I. Adjournment of the meeting

Section 8. The primary method of communication to the membership will be electronic. The association will maintain a website (www.cjha.org) and email distribution lists. All show and association forms and documents are available on the website. Announcements of show dates, board meetings and other important information will be published on the website and via email. Social networks such as Facebook may be used as an additional avenue of communication. Certain documents may be sent through postal mail at the discretion of the board.

ARTICLE VII – AMENDMENTS OF THE BYLAWS

Section 1. These bylaws 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 Bylaws Committee:

Jenny Voight
Julie Richards
Renee Straub
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