

PINTO HORSE ASSOCIATION OF NEW YORK STATE
BY-LAWS
Revised 2019

The Constitution lays down the principles of the organization. The By-Laws concern chiefly the method of procedure rather than basic principles. The By-Laws are more easily amended than the Constitution, and their amendments need not in any way affect the main purpose of the organization.

ARTICLE BL I **MEMBERSHIP**

Application of proposed members who are eligible as outlined in the Constitution under ARTICLE III MEMBERSHIP SECTIONS I, II, and III SHALL BE SUBMITTED TO THE MEMBERSHIP COMMITTEE ON A PROPER FORM.

ARTICLE BL II **DUES**

BL II Section I **Family Membership**

The annual dues of this Association for a Family Membership as outlined in the Constitution under ARTICLE III Membership Section I shall be determined by the PtHA of New York State Executive Committee with the final vote of approval by a majority vote of members present at a PtHA of NYS General Membership Meeting.

BL II Section II **Individual Membership**

The annual dues of this Association for an Individual Membership as outlined in the Constitution under ARTICLE III Membership Section III shall be determined by the PtHA of NYS Executive Committee with the final vote of approval by a majority vote of members present at a PtHA of NYS General Membership Meeting.

BL II Section III **Youth Membership**

The Annual dues of this Association for a Youth Membership as outlined in the Constitution under ARTICLE III Section II shall be determined by the PtHA of NYS Executive Committee with the final vote of approval by a majority vote of members present at a PtHA of NYS General Membership Meeting. A Youth Membership may be transferred into a Family Membership by payment of the difference between a Family Membership and a Youth Membership.

BL II Section IV **Payment or Arrears**

Annual dues shall become due and payable on January 1 for the year of membership. Members not paid in full by March 1st will be declared in arrears (exception: Officers and Board Members must have dues paid by January 1). Members declared in arrears shall not be permitted to vote or participate in the Association business.

BL II Section V **Early Payment**

Members who shall join this association on and after November 1st shall pay dues in full for same shall automatically be paid up members for the following fiscal year.

ARTICLE BL III **DUTIES OF OFFICERS**

BL III Section I **President**

The President shall preside at all meetings of the General Membership. He/she shall exercise general supervision and management over all affairs of the organization and shall serve as an ex-officio member on all Standing Committees; wherein he/she may vote only to break a tie. EXCEPTION: The President shall not serve as an ex-officio member of the Nominating Committee.

BL III Section II **Vice-President**

The Vice-President shall preside in the absence of the President and shall assist him/her with his/her duties of supervision and management over the affairs of the organization. The Vice-President shall also be in charge of all equipment (show and office) that the PtHA of NYS owns. He/she will keep a record of this equipment, which will be passed on to the next Vice-President. He/she will also be responsible for filing all records and minutes of meetings. The Vice-President will have such filing cabinets in their possession.

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BL III Section III Secretary

The Secretary shall:

1. Cause to be kept and maintained the minutes of all general membership meetings of the organization and Executive Committee meetings. These minutes shall be accurate and an official record of all business transacted.
 - a. All minutes taken should be read at the following General Membership Meeting.
 - b. If the minutes are published on the website prior to the next meeting, reading of the minutes may be dispensed with.
2. Cause to be kept and maintained a list of all officers, directors and committee chairpersons to be furnished by the President after January 1st and not later than February 28th, also all changes made during the year, and shall be kept and submitted annually to the National Office.
3. Carry and preserve all association correspondence at the direction of the President or the Executive Committee. All official correspondence shall be read by the Secretary at the next general membership meeting.

BL III Section IV Treasurer

The Treasurer shall receive all organization funds, keep them in a bank repository approved by the Executive Committee and pay all financial obligations of the organization only on the approval of the Executive Committee or membership. The Treasurer shall submit a monthly financial statement to the membership at the monthly meetings and a year-end financial statement. EXCEPTION: Any bill submitted for seventy-five dollars (\$75) or less may be paid without prior approval of the membership or the Executive Committee. All bills submitted must include a voucher and a receipt.

ARTICLE BL IV EXECUTIVE COMMITTEE

BL IV Section I Members

The Executive Committee shall consist of the elected officers and the Board of Directors as well as the Immediate Past-President and the Immediate Past Vice-President.

BL IV Section II Quorum

To transact business at a meeting of the Executive Committee, one (1) more than half of the Board of Directors and elected Officers must be present.

BL IV Section III Replacement

A member of the Executive Committee who needs to be absent shall contact the Chairman of the Board (duties and responsibilities of the Chairman of the Board are described in Constitution, Article VI – Executive Committee) or the President of the Pinto Horse Association of NYS. A person missing more than two (2) Executive Committee meetings in one year or who abuses his/her position shall be reviewed by the Executive Committee who will determine if the person in question shall remain on the Executive Committee or if a replacement will be appointed.

1. Should an Executive Committee member resign, a new member shall be appointed by the President, with the approval of the Executive Committee.
2. The Vice-President shall preside at general membership meetings in the absence of the President

BL IV Section IV Duties

The Executive Committee shall be the policy making body of the organization and shall act upon all routine issues brought before it by the membership or officers. Directors along with club officers and the immediate past-president and immediate past vice-president shall make up the Executive Committee. The Executive Committee shall be responsible for the routine administration and management of the organization. There will be two (2) Directors per twenty-five (25) voting members in good standing with a minimum of four (4) Directors to be elected. They shall serve two (2) year terms.

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BL IV Section V Resignations

Any Executive Committee member who resigns his/her position may not run for or be appointed to any Executive Committee position for a full term after his/her resignation. In the case of a president or vice-president resigning, he/she would lose his/her position of immediate past-president or immediate past-vice-president in the next election. His/her predecessor(s) would assume the responsibility providing he/she is a member in good standing and fulfills other requirements to be a member of the Executive Board.

BL IV Section VI Not In Good Standing

If an Executive Board member is deemed not in good standing in the PtHA of NYS (i.e.: 2 or more checks returned by the bank, outstanding obligations, unsportsmanlike behavior, non-payment of membership dues by the designated deadline, etc.), he/she shall be removed from his/her position on the Executive Board.

ARTICLE BL V COMMITTEES

Committees, other than Standing Committees, shall be appointed by and charged with responsibilities by the President with the approval of the Board of Directors. The Chairperson of the Standing Committees shall be appointed by the President at the January meeting. The members of the Standing Committees shall be appointed by the Chairman of the committee.

ARTICLE BL VI COMMITTEE REPORTS

Committee reports are to be submitted to the President or Executive Committee.

ARTICLE BL VII STANDING COMMITTEES

There shall be at least four (4) Standing Committees, the Chairman of which shall be appointed by the President, with the approval of the Executive Committee on or before the January meeting. **EXCEPTION:** Horse Show Chairperson shall be appointed immediately after the election of officers by the incumbent President, after consultation with the newly elected President. There shall be no term limits for Standing Committee Chairpersons and/or members.

BL VII Section I Nominating Committee

The committee shall consist of a Chairperson, appointed by the President with the approval of the Executive Committee and at least two (2) members appointed by the Chairman. The committee shall meet at the call of the Chairperson and shall be constantly on the alert for potential officer material within the membership. At the October meeting the committee will submit a slate of qualified nominees for each office including the members of the Board of Directors. The presentation of this slate does not preclude nominations from the floor and a write-in line on the ballot.

BL VII Section II Horse Show Committee

The committee shall consist of a Chairperson, appointed by the President with the approval of the Executive Committee and at least two (2) members appointed by the Chairperson. The committee shall meet at the call of the Chairperson. They shall be responsible for hiring judges and show staff and preparing the list of classes for the show program for club-sponsored shows. They will prepare all contracts for judges and show staff. The committee is responsible for making sure horse show results are submitted to the national office in a timely fashion and preparing show results for the association's website.

BL VII Section III Membership Committee

The committee shall consist of a Chairperson appointed by the President with the approval of the Executive Committee. The Chairperson shall receive memberships on proper forms and keep an accurate up-to-date roster of members on file at all times. The committee shall plan and execute a program for activity promoting membership.

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Such programs shall include, but not be limited to, the establishment of appropriate booths at fairs, horse shows, and other related activities in cooperation with the events of the association.

BL VII Section IV **Grievance Committee**

The Grievance Committee comprised of three (3) members in good standing, not officers or directors, will receive complaint(s) and act accordingly. The jurisdiction of this Committee shall be limited only to matters and issues involving competition and unsportsmanlike behavior. Such grievances shall be submitted in writing. A written grievance must be filed within ten (10) days of the occurrence. A fee of fifty dollars (\$50) must accompany the written grievance. The fee will be refunded upon finding the grievance just – otherwise the fee will go into the treasury. The Committee shall not have any standing or jurisdiction to involve itself in personal matters and personal disputes between and among members. 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 upon by all involved. All parties shall have the right to question any evidence offered against them. Upon approval of the Grievance Committee, the grievance may be submitted to the Executive Committee whose decision shall be final.

ARTICLE BL VIII **MEETINGS**

BL VIII Section I **Time and Location**

The organization shall meet at a time and location designated by the President. There shall be at least four (4) general membership meetings, one of which may be the Annual Awards Banquet, and at least three (3) Executive Board meetings per fiscal year. The meeting dates will be determined by the officers and directors of the association. On election years, in addition to the routine business of the Association being conducted, the nominations will occur at the October general membership meeting with the November general membership meeting to be used to conduct the routine business of the Association and to announce online balloting or count mail ballots and announce the results.

BL VIII Section II **November Meeting**

The main purpose of the November Meeting shall be to announce online balloting results or count and announce mail ballots for new officers and directors and announce the results.

ARTICLE BL IX **VOTING**

BL IX Section I **Eligibility**

To be eligible to vote at the election of officers, a person must be a member in good standing as of June 1 of the current year and must be 19 years of age and older. There shall be one (1) vote for an Individual Membership, one (1) vote for a member 19 years and older for a Family Membership, and no (0) vote for a Youth Membership.

BL IX Section II **Qualifications**

To be a qualified candidate to run for an office, a person must be at least nineteen years old as of January 1st, a paid-up member as of June 1st of the current year, and be a member in good standing.

BL IX Section III **Balloting Procedures for Office**

1. Balloting for Officers and Directors of the PthA of NYS shall be conducted in one of two ways:
 - A. Online Balloting (preferred)
 - B. Mail (paper) Balloting (to be used if an Online Balloting method is not feasible)
2. Whichever method for balloting is used, the President will instruct the Nominating Committee or their designee to check the membership roster to make sure it is current with members in good standing.
3. The Nominating Committee or their designee shall:
 - A. Online Balloting: The Nominating Committee or designee shall email the ballots for

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officers and directors using an online balloting program. The only ballots to be considered as valid must be submitted in this manner and shall be presented by the Nominating Committee or their designee at the November General Membership Meeting.

1. If a member does not have access to online voting or text messaging, the following will be utilized:
 - i. The President shall appoint two (2) non-candidates to count the mail-in ballots at the November General Membership Meeting.
 - ii. The Nominating Committee or their designee shall then mail out the ballots for officers and directors under separate cover that must be returned to one of the non-candidate persons, designated by the President, either by mail or in person in a sealed envelope as described below.
 - iii. Mark your votes on the ballot.
 - iv. Place your ballot in the envelope marked **BALLOT**.
 - v. Place the ballot envelope in the self-addressed **RETURN** envelope.
 - vi. **YOU MUST** put your name and address on the outside of the return envelope.
- B. Mail (paper) Balloting: The Nominating Committee or designee shall mail the paper ballots for officers and directors using the USPS. The only ballots to be considered as valid must be submitted in the manner listed below and shall be presented by the Nominating Committee or their designee at the November General Membership Meeting.
 - i. The President shall appoint two (2) non-candidates to count the mail-in ballots at the November General Membership Meeting.
 - ii. Mark your votes on the ballot.
 - iii. Place your ballot in the envelope marked **BALLOT**.
 - iv. Place the ballot envelope in the self-address **RETURN** envelope.
 - v. **YOU MUST** put your name and address on the outside of the return envelope.
4. There shall be a line on the ballot for each officer position and director position for a member to "write-in" a member in good standing of their choice.
5. If the Nominating Committee is unable to obtain names of person(s) to run for officer or director positions, an online or mail ballot must be sent out due to the "write-in" option.

BL IX Section IV Regular Voting

At any regular meeting held by the Association, there must be a simple majority vote of the eligible members in good standing present to transact business, with the exception of amendments to the Bylaws and Constitution, which requires a 2/3 vote of qualified members present.

ARTICLE BL X MEMBERS NOT IN GOOD STANDING

BL X Section I Returned Checks

1. A returned check club fee will be determined on a yearly basis by the PtHA of NYS Executive Committee.
2. The person(s) whose check is returned will be declared "not in good standing" with the PtHA of NYS (hereafter referred to as "The Association") if the obligation is not satisfied in full after one (1) attempt to get payment. Once all reasonable attempts have been exhausted to collect the obligation, the person(s) will be reported to the PtHA of America for further action. Upon payment in full of the obligation, the person(s) will be declared in "good standing" unless other disciplinary actions are in place against the person(s).
3. If two (2) checks are returned in one year by the bank for any reason, after the obligation has been paid in full and the person(s) retains their "member in good standing" status, all club business must be paid by cash or money order for a period of one (1) full calendar year after the obligation has been settled.
4. If an Executive Committee member is deemed not in good standing in the PtHA of NYS (i.e.: 2 or more checks returned by the bank, outstanding obligations, unsportsmanlike behavior, non-payment of membership dues on time, etc.), he/she shall be removed from their position on the Executive Committee.

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BL X Section II Outstanding Obligations

Any person(s) who owes money for any club activity shall be declared “not in good standing” with the Association if after one (1) attempt has been made to collect said money and the obligation has not been paid in full. Once all reasonable attempts have been exhausted to collect the obligation, the person(s) will be reported to the PtHA of America for further action. Upon payment in full of the obligation, the person(s) will be declared in “good standing” unless other disciplinary actions are in place against the person(s).

BL X Section III Disciplinary Action

Any person(s), due to actions not to be determined in the best interest of the Association, may be reported to the Association’s Grievance Committee accompanied by the appropriate fee. The allegation shall be reviewed by the Grievance Committee as per BL VII, Section IV and may be submitted with their recommendations to the Association’s Executive Committee for a final decision. Depending upon the Executive Committee’s decision, the person(s) may be declared “not in good standing” with the Association and other penalties may be applied. Such penalties include, but are not limited to, suspension from the Association for a specified period of time, a fine, and/or reported to the PtHA of America for further action.

ARTICLE BL XI FISCAL YEAR

The PtHA of NYS’s fiscal year shall be December 1st through November 30th.

ARTICLE BL XII ORDER OF BUSINESS

1. Meeting called to order.
2. Reading of minutes of previous meeting unless dispensed with.
3. Reports of Officers and Committee Chairpersons.
4. Unfinished Business.
5. Correspondence.
6. Program (Addresses and Entertainment).
7. Adjournment.

ARTICLE BL XIII PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised shall be the Parliamentary authority of this organization.

ARTICLE BL XIV AMENDMENT

Any proposed amendment(s) to these By-Laws may be submitted by any member in good standing at any regular meeting of the organization. After such notice, it shall be read and discussed. A written notice shall be sent to all members in good standing before the next meeting. At the next regular meeting, the proposed amendment(s) will be voted upon and shall become part of the By-Laws only if approved by a two-thirds (2/3rd) vote of the members present. Any approved amendments to the By-Laws shall become effective at the beginning of the next fiscal year.

ARTICLE BL XV REVISION

The By-Laws and Constitution of this organization shall be reviewed every three (3) years.

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Attested to this date: January 12, 1975

REVISED 1978	Albert Truman Robert Baker Ralph Surdam
REVISED 1987	Eddie Rounds Charlie Bender Ned Snyder Bill Sweeting
REVISED 1992	Kathy McCullough Eddie Rounds Sharon Richards
REVISED 1996	Ken Cobb Jeff Fitzpatrick Eddie Rounds (for Dee Rounds)
REVISED 2001	Kathy McCullough Eddie Rounds Jeff Fitzpatrick
REVISED 2005	Kathy McCullough Joy Bartlett
REVISED 2010	Kathy McCullough Priscilla Nisiewicz Kelly Obermiller
REVISED 2013	Mark Blum Ron Orman Mark Reeves
REVISED 2016	Mark Blum Rom Orman Kathy McCullough
REVISED 2019	Kathy McCullough Priscilla Nisiewicz