

# East Tennessee Saddlebred Association

## Bylaws and Standing Rules

Ratified April 20, 2009

Amended and Ratified – June 5, 2011

### Bylaws

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### Article I – Name

The name of the organization is East Tennessee Saddlebred Association and the official abbreviation is ETSA.

### Article II – Purpose Statement

To advance and promote American Saddlebred equine activities and industry in the East Tennessee Region. The East Tennessee Saddlebred Association will participate in a distribution of funds in excess over our program needs as available to qualified exempt equine organizations under Section 501(c) (3) of the Internal Revenue Code.

### Article III – Membership

Membership in the East Tennessee Saddlebred Association is for one (1) calendar year, January 1 – December 31. Fees (dues) are payable in advance for admittance in the association.

### Article IV – Officers and Officers' Elections

The officers of the Association shall consist of President, President Elect, Secretary, and Treasurer.

Officers are elected for a two (2) year term. Secretary and Treasurer must be re-nominated and elected at the end of each term to remain in office. Secretary and Treasurer are subjected to a two (2) consecutive term maximum after which the individual is required to stay from office for a minimum of a single term (2 years).

The office of President Elect shall serve in that capacity for a single term in preparation to serve as President for a single term followed by serving as Parliamentarian/Historian. The outgoing President is required to stay from office for a minimum of a single term (2 years).

Election of officers shall occur biennially.

1. Elections will be held in the fall of each odd year.
2. Members may vote by mailed ballot or proxy.
3. Ballots shall be opened by a committee consisting of three (3) members selected from the membership at large
4. Elected officers shall be notified in writing by the 15th day of December.
5. Any officer may be removed from office by the majority vote of the membership after charges have been brought forth and presented to, reviewed, documented, and voted on by a grievance committee. A grievance committee shall be made up of all officers and committee chairpersons not accused and six (6) members at large chosen at random.
6. If at any time the President resigns, in writing, from the duties of the office, the President Elect shall become President and a new President Elect shall be appointed by the Executive Board from committee and subcommittee chairs to fulfill the remainder of the term. If at any time any officer asks to be excused in writing, the remaining board members will appoint someone to fill the office for the remainder of the term from the committee and or subcommittee chairs.

#### Officers' Responsibilities

##### **President**

- Responsible for calling meetings and formulating an agenda
- Shall preside over all called or special meetings
- Shall appoint such committees as needed to carry out assigned duties or responsibilities (exception – nominating committee)
- Shall have the authority to negotiate association's contracts with the consent of the membership
- Shall have the authority to sign checks when necessary
- Shall preside at all events held by the association
- Can be an ex-officio member of all committees except the nominating committee
- Cannot vote except to break a tie vote of the Executive Board or as an ex-officio

##### **Vice President (President Elect)**

- Shall work closely with the President in order to become familiar with the work of the presiding officer
- Assumes the role of the presiding officer in the absence of the President
- Shall have one (1) vote in decision making
- Shall serve as chairperson of the Horse Show Committee
- Shall have the authority to negotiate association contracts with approval of the president

##### **Secretary**

- Maintains a record, in the form of minutes, of all meetings including the members present and the actions taken
- Shall keep and maintain a list of current membership and perform a role call when required
- Shall have a copy of the bylaws and a list of all standing or special committee members
- Shall give a report of the previous meeting's minutes
- Shall be responsible for publishing the association's newsletter
- Shall be responsible for any member informational correspondence including notification of general meetings and socials

- Shall be the repository for all records and documents of the association which need or are required to be retained
- Shall be responsible for any association news releases subject to review by the President and the President Elect
- Shall be responsible for maintaining a current membership list and provide this or updated lists to the Treasurer
- Shall be responsible for periodically providing an updated membership list to general membership
- Shall be responsible for turning in any monies collected to treasurer within seven (7) days of receipt
- Shall be responsible for providing Charter Club information to the American Saddlebred Horse Association
- Shall have the authority to negotiate association contracts with approval of the president

#### **Treasurer**

- Shall hold funds deposited with him/her and maintain a detailed record of the source of these funds
- Shall be responsible for depositing these funds and have the authority to issue checks to pay association obligations on authorization by the President, President Elect, or upon approval and direction by the Executive Board
- Shall maintain a record of all disposition of funds
- Responsible for depositing all funds within seven (7) days of receipt
- Shall submit a financial report at the end of the association's tax reporting year and at other periods when requested by the association
- Shall provide all financial records to the audit committee for review at a date to be specified by the President and prior to the final closing of the books
- Shall have the authority to negotiate association contracts with approval of the president

#### **Parliamentarian/Historian**

- The former President shall assume this position upon leaving office and shall serve as an ex-officio (no voting privilege on the Executive Board) advisor or Parliamentarian
- Responsible for bringing the *Roberts Rules* book to each meeting
- May advise or clarify information of past association activities

### **Article V – Meetings**

**General Meetings** – Unless otherwise ordered by the Association or Executive Board, there shall be four (4) general meetings of the membership of this organization each year.

**Annual Meeting** – An annual meeting shall be held each year to inform members of the Association's activities and results, to announce and present High Point Awards, and to announce officer election results, if an election year.

**Special Meetings** – Special Meetings shall be held whenever called by the President or by a two-thirds (2/3) vote by the officers or upon application of five (5) percent of members in good standing, who make application to the Secretary, stating the time, place, and purpose of the meeting.

**Officer Quorum** – A quorum of the Association’s officers must be present at any called meeting. A quorum of officers shall consist of a simple majority of the officers at any called meeting.

**Quorum** – A majority of the members present shall constitute a quorum at any meeting. The majority may decide any questions that may come before the meeting. All questions of a general issue which shall come before the meeting of the members or the Executive Board shall be decided by a majority vote, except the Bylaws of this Association shall be amended as hereinafter provided.

**Voting and Proxy** – at every meeting each member of the Association, except Junior members who shall not be allowed to vote, shall have one (1) vote at such meetings on all matters which may come before the meeting. Any vote of a member of this Association may be given by such member in person or by proxy in writing (see proxy sample in Article VIII – Amending Bylaws). Said proxy shall be filed with the Secretary of the meeting before the meeting is called to order. Said proxy shall not be valid after the final adjournment thereof. The current membership ledger shall be the only evidence as to those who are entitled to vote at a meeting of the members.

**Rules of Meetings** – All meetings of this Association shall be conducted as set forth in *Robert’s Rules of Order*.

**Order of Business** – The order of business at the meetings shall be as determined by the Presiding officer and may be as follows:

1. Call meeting to order
2. Reading of minutes of last meeting
3. Treasurer’s Report
4. Old Business
5. Committee Report
6. Unfinished business
8. New and miscellaneous business
9. Announcements
10. Adjournment

#### **Article VI – Executive Board**

- Shall consist of all elected officers, parliamentarian, and committee chairs as necessary
- Shall hold a planning session annually to establish a calendar of events for the upcoming year which is to be presented to the membership for approval
- Consider budget allocations for the upcoming year
- Consider any other changes or updates necessary to present to the membership for approval

#### **Article VII – Committees**

Provision shall be made for standing and special committees which will include, at a minimum, the following:

**Horse Show Committee** – All Executive Board members are automatically members of this committee with the vice president serving as chairperson. The committee is responsible for all activities related to any horse show put on by the East Tennessee Saddlebred Association. Subcommittees may be appointed as needed.

All subcommittee chairpersons will report to the Horse Show Committee.

### **Budget Committee**

- The committee shall consist of three individuals
- Members shall be the treasurer, vice president (during election year and first year as president), and one members at large

### **Audit Committee**

- Shall be appointed by the board from membership at large. Any member who has check signing authority or handles funds is exempt from serving on this committee.
- Shall receive all financial records, including, but not limited to receipts, vouchers, bank statements, and check registers, from the Treasurer by January 15 to be ready to present to the accountant by February 1.
- Shall review all transaction records, report findings to the Executive Board, and to make a recommendation as to acceptance of the report

### **Special Committees**

#### **Nomination Committee**

- The Nomination Committee will be appointed at the first general meeting of each election year
- Shall consist of three (3) individuals (not from the same barn) from the membership at large, excluding executive board members
- Shall be responsible for obtaining a slate of officer candidates to present to the membership for election (consent of the candidates must be obtained and if possible, two (2) candidates for each office should be proposed)
- Shall report the proposed slate of candidates to the Executive Board, on a timely basis, for presentation by the President to the membership for election
- The slate of candidates will be presented to the membership with additional nominations being accepted from the floor at the August meeting during the ETSA Midsummer Classic Horse Show
- Shall make provision on the ballot for write-in candidate votes

### **Article VIII – Amending Bylaws**

Bylaws of the association may be amended by a two thirds (2/3) vote of the membership in attendance at any meeting of the membership at large where the association's members have been notified in writing of the wording of the proposed amendment at least thirty (30) days prior to such meeting. Interested members unable to attend the meeting may vote on the proposed amendments by proxy which will be included with the notification.

Rules can be ratified at general meeting by two thirds (2/3) vote.

**Proxy example**

I, \_\_\_\_\_(your name) , give \_\_\_(proxy holder name) \_\_\_\_\_permission to vote for me in my absence on this \_\_\_\_\_ day of \_\_\_\_\_ for the year \_\_\_\_\_.

Signature\_\_\_\_\_ Date\_\_\_\_\_ Phone\_\_\_\_\_

**Article IX – Compensation**

- 1. No officer or member of the Association shall receive compensation for duties performed in the exercise of his/her duties.
- 2. The association shall be authorized to pay reasonable compensation for services rendered.
- 3. The association shall be authorized to make payments and distributions in furtherance of the purposes set forth in Article II.

**Article X – Limits of Liability**

To the extent allowed by the laws of the State of Tennessee, no present or future officer of this club (or their estate, heirs, or personal representatives) shall be liable to the club or its members for monetary damages for breach of his/her fiduciary duty as an officer of the club. Any liability of an officer (or their estate, heirs, or personal representatives) shall be further eliminated or limited to the fullest extent allowed by the laws of the State of Tennessee, or as may hereafter be adopted or amended. With respect to claim or liabilities arising out of service as an officer of the club, the club shall indemnify and advance defense expenses to each present and future officers (and their estate, heirs, and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended.

**Article XI –Dissolution**

- A. If and when a need for dissolution of the association is determined-
- B. All members will be notified in writing of a meeting, and the purpose of the meeting will be specifically stated;
- C. Approval of two thirds (2/3) of the members in attendance of the meeting will constitute the final act of the association;
- D. All non-cash assets remaining, if any, shall be sold at public auction;
- E. Upon termination and dissolution, as a final liquidation or winding down of the association in any manner or for any reason, any remaining assets of the association, after payment of settlement of all liabilities of the association, shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose as set forth in Article 7 of the Association is Article of Incorporation.

**Article XII – Fiscal Year**

The fiscal year of the Association shall begin on the first day of January and will end on the last day of December of each year.

## Standing (General) Rules

- A. Officer Meeting Attendance
- B. Membership Categories
- C. Membership Fees
- D. Member Benefits
- E. High Point Awards
  - 1. Eligibility
  - 2. Nomination and Accruing Points
  - 3. Divisions/Classes
- F. Special Awards
- G. Awards Banquet
- H. Affiliations

### A. Officer Meeting Attendance

- For officers to remain in good standing, they must attend three (3) of four (4) regular meetings. Officers must submit his/her reason for noncompliance with this requirement in writing for consideration by the Executive Board.
- If found to be in noncompliance, the officer can be asked to resign or may be voted out of office by a special called meeting of the executive board. This vote will require the remaining executive board to be in attendance.
- The executive board will appoint an interim officer to fulfill the remainder of the term. Appointment will not affect the term limits for future election.

### B. Membership Categories

The following are membership categories:

**Adult** – Individual 18 years of age or over with one voting privilege.

**Family** – Two (2) adults and any children 17 years of age and under two voting privileges.

**Junior** – Any individual 17 years of age and under as of December 1 with no voting privilege.

**Supporting** – Individual membership for persons who want to support the breed. They are not eligible for participation in the High Point Awards Program. One voting privilege for members 18 years and over.

Other categories of membership may be added from time to time by action taken by the Executive Board with the approval of a simple majority vote of the members.

To maintain a membership in good standing, members must have paid dues in the amount stated for the member's classification for the current year. Membership shall commence upon receipt of dues and will be applicable for the current year. Membership may not be retroactive prior to the date of receipt for any purpose.

Membership is reserved to individuals or families; no provision shall be made for classification categories other than persons.

### C. Membership Fees

Membership fees shall be established by the Executive Board with the consent of the membership at the beginning of each calendar year.

Resignation, expulsion, or suspension of a member or termination of his/her membership does not relieve the member from any obligation due to the association.

#### **D. Member Benefits**

Members shall receive any Association newsletters issued. Mailing lists of membership will be provided to horse shows affiliated with the East Tennessee Saddlebred Association for members to receive programs from those shows.

As the East Tennessee Saddlebred Association continues as a Chartered Club of the American Saddlebred Horse Association (ASHA), members qualify for ASHA's Charter Club Affiliation dues rate, a reduced membership fee, if they wish to join.

#### **Budget Committee**

The Budget Committee shall meet during October to prepare a budget to be completed by November 1 to be presented to the executive board for approval.

Upon approval of the executive board, the budget must be presented to the membership for review and approval and a general meeting set for a vote to approve the budget.

#### **Horse Show Committee**

The Horse Show Committee shall hold the first meeting during the month of February to review the member submissions for judge selection.

The creation of the judge list shall be done according to the following procedure:

- A list of judges for the ETSA Midsummer Classic Horse Show will be compiled every two years (beginning year of officer terms).
- Members will be asked to submit three (3) names, listing their first, second and third choices in that order.
- Suggestions must be received by the ETSA secretary by a published deadline.
- A committee named by the board will be responsible for opening the suggestions and ranking the suggested individuals using a weighted scale as follows.
  - First place – 3 points
  - Second place – 2 points
  - Third place – 1 point
- The individual receiving the highest number of points will be the first choice for judge that year. If that person is unavailable, the second highest will be offered the job and so on moving down the list. In the event the first choice is unavailable for the first year, then that individual will be the first choice for the second year.
- The second place judge will be first choice for the second year. If that individual is not available, the third place choice and so on down the list will be offered the job.

## **E. High Point Awards**

### **Eligibility**

1. Both the owner and rider must be current members of ETSA in good standing (membership dues paid for year.)
2. Must show in three (3) recognized shows from the list of affiliated shows published in the newsletter and listed on the ETSA web site ([www.easttnsaddlebred.com](http://www.easttnsaddlebred.com)).
3. Academy riders must show at two (2) affiliated shows.

### **Nomination and Accruing Points**

1. Horses must be nominated in order to receive points. In equitation and academy divisions, the rider must be nominated in order to receive points. A nomination form must be filled out and sent in to the ETSA secretary before the horse or rider is eligible for points.
2. Points will be awarded in the class the horse or rider shows in at each individual show. Horses are not required to be nominated in a particular division; however points will be awarded only for the exact class in which the horse is shown at each affiliated show. If horses or riders change division from show to show, the points will be awarded for the exact class for each show.
3. Points earned follow the horse, not the rider. Exception: In equitation and academy points follow the rider.
4. Points follow the horse if the horse is sold. The new owner must be an ETSA member to accrue points.
5. Points are earned from the date the nomination is received. Points will not be awarded for shows prior to nomination.
6. The recorded owner of the horse (per ASHA database) must be ETSA member. All riders showing the horse must be current members of ETSA in order to receive points.

### **Points**

1. Points will be awarded as follows:
  - a. First place - 10 points
  - b. Second place - 9 points
  - c. Third place - 8 points
  - d. Fourth place - 7 points
  - e. Fifth place - 6 points
  - f. Sixth place - 5 points
  - g. Seventh place - 4 points
  - h. Eighth place - 3 points
  - i. Ninth place - 2 points
  - j. Tenth place - 1 point
2. Double points will be awarded for championship classes with a qualifier. Horse must have shown and been judged in both classes to qualify for double points.
3. Double points will be awarded for shows within the state of Tennessee.
4. The stated points will be awarded regardless of the number of entries shown in a class.

## **Divisions and Classes**

Points will be awarded in the following classes under the listed divisions. Nominated horses will receive points for any of the following listed classes. Points will be awarded for the exact class the horse is shown in at a given show.

Divisions Included in High Point Award Program

**ASB Five Gaited Division** - Open, Amateur, Junior Exhibitor, Junior Horse

**ASB Three Gaited Division** - Open, Amateur, Junior Exhibitor, Junior Horse

**ASB Fine Harness Division** - (one award) points will be awarded for Open, Amateur, Junior Exhibitor, Junior Horse

**ASB Three Gaited Park Full Mane and Tail Division** - Open, Amateur, Junior Exhibitor, Junior Horse, Amateur Trained

**ASB Park Pleasure Division** - Open, Junior Horse

**ASB Show Pleasure Division** - Three Gaited Adult Show Pleasure, Three Gaited Junior Exhibitor Show Pleasure, Five Gaited Adult Show Pleasure, Five Gaited Junior Exhibitor Show Pleasure, Show Pleasure Driving, Amateur Trained

**ASB Country Pleasure Division** - Three Gaited English Country Pleasure Adult, Three Gaited English Country Pleasure Junior Exhibitor, Country Western Pleasure, Hunter Country Pleasure, Natural Country Pleasure, Country Pleasure Driving, Amateur Trained

**ASB Racking Division** - ASB Open Racking, ASB Style Racking

**Equitation Division** - Saddle Seat Equitation (walk/trot/canter), Saddle Seat Equitation walk and trot 10 and under

**Roadster Pony Division** - Open, Amateur, Junior Exhibitor

**Pony Division** - English Pleasure Pony, Pleasure Driving Pony Adult, Pleasure Driving Pony Junior Exhibitor, Harness Pony, Hackney Pony (cob tail)

**Road Horse to Bike Division** - (one award) points will be awarded for Open, Adult or Youth

**English Pleasure** - Junior Exhibitor walk and trot

**Academy Equitation Division** - 8 & under walk and trot equitation, 9-10 walk and trot equitation, 11-17 walk and trot equitation, adult equitation walk & trot, 14 & under walk/trot/canter equitation, 15 & over walk/trot/ canter equitation, academy lead line walk and trot

Note: Restricted classes do not count for points (i.e. Shatner Country Western Pleasure, UPHA)

## **Special Awards**

The following special awards are given to individuals voted on by the membership at large by secret ballot provided by the Association prior to the annual meeting and awards banquet.

Ballots shall be opened by a committee consisting of three (3) individuals selected from the membership at large.

1. ETSA Sportsman of the Year; nomination of membership at large.
2. ETSA Sportswoman of the Year; nomination of membership at large
3. Youth Sportsmanship Award; nomination of membership at large.

## **Awards Banquet**

High point awards will be presented at an annual Awards Banquet held for the general membership. Awards are presented for Special Awards and High Point Awards earned by

individuals and/or horses based on the rules listed herein. Members who have not met the stated criteria will not be eligible to receive high point awards regardless of performance.

### **Affiliated Shows**

Shows recognized by the East Tennessee Saddlebred Association will be published in the Association's newsletter and posted on the official website – [www.easttnsaddlebred.com](http://www.easttnsaddlebred.com). Adult members may request inclusion of other horse shows by a written request from three (3) separate adult members for shows within the state of Tennessee. For shows outside the state of Tennessee, five (5) adult members must submit requests.

Horse shows should come from the immediate area – Tennessee, North Carolina, South Carolina, Alabama, Virginia, West Virginia, or Kentucky. All affiliation requests for the calendar year must be received by January 15 of each year. Exception: Newly organized shows during the season may be requested a minimum of six (6) weeks prior to the entry closing date of the show with three (3) adult requests for Tennessee shows, five (5) adult requests for shows outside the state. All requests must be made a minimum of six (6) weeks prior to the entry closing date of the show so members can be notified of affiliation. Shows will not be affiliated when the request comes after said show's entry closing date. In order to be affiliated, shows must have a minimum of five of the classes listed on the affiliation form which is available from the ETSA secretary or on the Association's website.

Affiliated shows will be provided with the Association's member mailing list and asked to include the East Tennessee Saddlebred Association with their affiliations. It is also requested that affiliated shows provide the Association with complete show results no later than two (2) weeks after the conclusion of the horse show. The affiliated shows will be continuous from year to year.

A rolling purge will be conducted yearly by the executive board to remove shows who do not comply with the affiliation criteria or shows at which members do not participate.