

BY-LAWS

Updated March 2021



ARTICLE I. NAME

The name of this organization is the Colorado West Hunter/Jumper Association (CWHJA)

ARTICLE II. PURPOSE

The purposes of CWHJA are to:

- Promote the sport of horsemanship through sanctioning and sponsoring hunter and jumper competitions
- Promote rider safety, proper caring for animals and good sportsmanship
- Support the rules of the United States Equestrian Federation (USEF)
- Maintain proper records relating to CWHJA-sanctioned horse shows
- Approve and/or assign CWHJA-sanctioned show dates
- Publish information pertinent to rules, specifications, show conduct and general interest
- To adjudicate questions of violations of the rules and specifications of CWHJA and, when necessary, impose penalties in accordance with those rules and specifications

ARTICLE III. MEMBERSHIP

Section 1. Membership, Fees and Votes (for board member elections)

Individual Membership

- \$25.00 /yr
- Junior or Adult
- One vote

Family Membership

- \$45.00 /yr
- Parents and their children under 18 years of age
- 2 votes

Lifetime Membership

- \$200.00 individual / 1 vote
- \$300.00 family / 2 votes

Horse Recording

- \$10.00 per year
- \$25.00 lifetime

Section 2. Membership Qualifications

A member in good standing shall be identified as a person who:

- Is not indebted to CWHJA
- Is not in violation of CWHJA rules and specifications
- Is not under suspension of USEF (the Board of Directors may waive this provision upon agreement of a majority of the Board Members)
- Has not perpetrated a fraud in the name of CWHJA or against CWHJA

Individuals not in good standing:

- May not participate as exhibitors, owners or trainers at any CWHJA-sanctioned event
- May not vote at the annual meeting. Points will not be accumulated by a member or a member's horse while the member is not in good standing

Section 3. Annual Dues

Dues for each type of membership are determined by the CWHJA Board of Directors. Information regarding current dues is available on the Membership Application or from any member of the Board of Directors

Section 4. Code of Conduct for members

As a representative of CWHJA, one acknowledges ones responsibility to:

- Ensure that the welfare of the horse is the foremost consideration, placed above all other considerations, and that every horse shall be treated humanely, with dignity and compassion
- Honor the principles of fair play, respecting your teammates, opponents, volunteers and judges
- Conduct oneself in a sportsmanlike manner with honesty and fairness
 - Conducting oneself in a manner less than sportsmanlike may result in my immediate elimination and / further disciplinary action (See Section 5)
- Comply with and faithfully observe the rules and standards set forth by CWHJA and show managers at CWHJA sanctioned horse shows
- Know, understand and comply with the laws, regulations, and code of conduct governing the conduct of CWHJA members

Section 5. Disciplinary Process

CWHJA defers to USEF definition of violation, see page 10

- Complaint against a member must be filed by email to the CWHJA President within 7 days of incident
 - Listing additional witnesses of said ethics violation / displaying poor sportsmanship or poor horsemanship, if applicable
 - Outlining the situation in detail
- The President will call a special meeting to be conducted within 72 hours of complaint being filed
 - The President may call the parties involved to inform them that the complaint is being investigated and they will have the boards decision within 24 hours and 5 days for their rebuttal
 - This phone call is strictly informative and will not include time for “their side of the story” or any other information related to situation. That must be done by email or mail post marked within the appropriate time period
- President will call a special meeting to be held within 72 hours after rebuttal is received
 - If no rebuttal is received, that will be viewed as an admission of guilt and disciplinary proceedings will begin
- The board, as a whole, will then review material and decide by vote if the offending party will be disciplined
- If a majority vote is to move forward with disciplinary then the following actions are appropriate:
 - Written warning to offender with one year probationary period
 - Outlining complaint and why the board has ruled how it has, clearly stating the repercussions if behavior / actions do not change
 - 2nd violation, suspension of 2 horse shows, where you cannot be on property during show
 - If a trainer, their students may ride with another trainer

- 3rd violation, board can vote to suspend or revoke membership
- *** Anyone with a 2nd or 3rd violation will not be able to vote at year end meeting for rule changes or board member election for that year.

ARTICLE IV. GENERAL MEMBERSHIP MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of CWHJA each year

- May be held in conjunction with the annual year-end awards banquet
- The Board of Directors will:
 - set the date, time and place, and send notification to *general membership no later than four (4) weeks prior to the meeting*

Section 2. Special General Membership Meetings

Special meetings may be called by the President or by ten percent (10%) of the general membership

- Ten days written notice must be given to the general membership by the secretary prior to any such meeting
- Ten percent (10%) of the general membership must be present at the meeting to constitute a quorum

Section 3. Voting on Issues

Voting shall be by ballot at the annual meeting, or at the year-end banquet if not held together

- Proxy voting is not allowed

Section 4. Order of Business for Annual Meeting

- Call to Order
- Reading and approval of minutes of previous annual meeting
- Reading of Association financial statement by the treasurer
- New business

ARTICLE V. NOMINATIONS AND ELECTIONS OF BOARD MEMBERS

Section 1. Nominations

Nominations for available seats on the Board of Directors will be taken from the general membership.

- When it is seeking nominations, the election committee shall notify the general membership by email, posing on the CWHJA website and in social media
- Notification must be received by the general membership at least four (4) weeks prior to the annual year-end banquet
 - Nominations received shall be reviewed by the board and following the board's approval, shall be placed on a ballot
 - Voting will take place at the annual year-end banquet, where the board shall have a designated voting booth, supervised by a board member.
 - Any member not attending the banquet can request a ballot to be emailed to them following the banquet
 - Ties shall be decided by lot

ARTICLE VI. BOARD OF DIRECTORS

Section 1. General

The business of CWHJA shall be managed by a Board of Directors (Board) which shall exercise all of the power of the Association, except as otherwise provided by statute or the Articles of Incorporation

Section 2. Election and Term

The Board of Directors shall consist of nine persons elected to that post by the general membership

- Each board member must be a CWHJA member in good standing for the length of their term
- The term of each member shall be two years
- In order to provide for a carryover of experienced board members, five members shall be elected in even numbered years, four in odd-numbered years (or a sufficient number to fill vacancies)

Section 3. Code of Ethics for Board Members

CWHJA board members are expected and required to:

- Maintain high moral and ethical standards of performance and behavior and to serve as an example to the general membership and especially the junior members
- Support, enforce and strengthen the CWHJA by-laws, rules and specifications
- Support all board resolutions and decisions that have been passed by at least a majority vote
- Represent the needs and interests of the members in a fair and impartial manner
- Contribute and participate frankly and sincerely at the designated board meetings

Section 4. Powers and Duties

In addition to the functions and duties customarily performed by a corporate board of directors and other duties as these by-laws may prescribe, the following specific functions are delegated to the board:

- Establishment and dissolution of committees as necessary
- Promulgation and enforcement of CWHJA rules and specifications
- Removal from office of any board member who, in the opinion of a majority of the board, has failed to discharge their duties in a manner that is consistent with the best interests of the Association

Section 5. Meetings and Conduct of Business

Board meetings may be called by the President, who shall instruct the Secretary to forward notice of such meetings, along with minutes of the last meeting, to each board member two weeks in advance of the date set

- The President may call a *special or emergency board meeting* at any time upon notice to each board member
- Any three board members may request that a meeting be called by the President, who shall call the meeting as quickly as possible
- A majority of the board members must be present at any meeting to constitute a quorum

- A majority vote of the directors present at a meeting in which a quorum exists shall be deemed sufficient to sanction the legitimate business and affairs of the Association, with the exception of changes, additions or deletions of rules, specifications, or by-laws, which must receive a two-thirds vote of the entire board

ARTICLE VII. OFFICERS

Section 1. General

The Board of Directors is made up of four officers—President, Vice-President, Secretary and Treasurer—and five advisory members

- Officers shall be elected by the Board of Directors each year at the first regular meeting after the adjournment of the annual meeting

Section 2. President

The President shall:

- Be chief executive of the association
- Preside at all board of director and general membership meetings
- Appoint special committee chairpersons
- Serve as an ex-officio member of special committees
- Call any special meeting of the general membership or regular or emergency meetings of the Board of Directors
- Review quarterly (March, June, September, Prior to year end banquet and general meeting), with the treasurer, the association's bank account and financial statements; have signing authority on said account
- Vote only to break a tie
- Answer all correspondence from members, or delegate an appropriate person to answer said correspondence on behalf of the board.
- Send current sanction packet to horse show management
- Be responsible for a quarterly-published newsletter
 - Appointing new letter editor
 - Emailed or mailed to all current members
- Notify Board Members when and where the next meeting will be held at the close of Board meeting
- Create and distribute an agenda for each meeting one week before the meeting giving board members have time to look it over

Section 3. Vice-President

The Vice-President shall:

- In the absence of the President, exercise all duties of the President
- Be the parliamentarian
- Serve as the official point keeper for the association's horse shows or serve as chairperson of a points-keeping committee
- Act as Membership Director, maintaining current membership and horse registration rosters and mailing lists
- Send current membership list to show managers upon request

Section 4. Secretary

The Secretary shall:

- Keep minutes of all meetings
- Receive copies of all show results and maintain them for archival purposes
- Be the keeper of all official Association records, including, but not limited to: corporate records, minutes, correspondence, year-end results, etc.
- Maintain an inventory of horse show related items belonging to the Association and keep track of where such items are located.
 - These items will include: PA system, jump numbers, breakaway jump cups, office supply, etc.

Section 5. Treasurer

The Treasurer shall:

- Collect all monies due the Association, communicating with the Vice President and website editor all member applications and division sponsorships received
- Have care, custody and responsibility of and for the funds of the Association
- Keep proper records of the Association's bank accounts
- Submit a report to the Board of the general fund, including what was purchased and inventory of items at each meeting
- Deposit all checks and pay all bills within 14 days of receipt
- Keep the books ready for review at anytime
- Purchase and ensure that the Association is covered by appropriate insurance

Section 6. JR Board Member

Non voting board member

JR board member shall:

- Attend meeting, sharing ideas and opinions
- Assist in the promotion of CWHJA:
 - Assisting with social media post
 - Organizing and production of year end award video for distribution to general members by email
 - Taking photos at each horse show, of various riders / horses and classes, is *very important* for both the year end movie and social media posts
 - Asking friends and family to assist in taking/submitting photos is encouraged
- Participation in the planning and hosting of the year end awards banquet
- Keep accurate inventory of CWHJA merchandise, setting up, manning and taking down of "merch tent" at each horse show
- Set a good example for all members while following and promoting CWHJA Member Code of Conduct (Article 3, Section 4)

Section 7. Vacancies

Any position on the board that becomes vacant shall be filled by appointment at the next board meeting. The appointee shall serve until the next general election at which the seat is up for election

Section 8. Transfer of Duties

All outgoing board members shall insure the orderly transfer of their duties, responsibilities, records and documents to their successors.

ARTICLE VIII. INDEMNIFICATION

CWHJA shall indemnify, to the extent permitted by law, any person who is or was a director, officer, agent, fiduciary or employee of CWHJA against any claim, liability, or expense arising against or incurred by such person as a result of actions reasonably taken at the direction of CWHJA.

- CWHJA shall further have the authority to the fullest extent permitted by law to indemnify its directors, officers, agents, fiduciaries and employees against any claim, liability of expense arising against or incurred by them in all other circumstances and to maintain insurance providing such indemnification.
- No director, officer, agent, fiduciary, or employee of CWHJA shall have any personal liability for monetary damages to CWHJA except that this provision shall not eliminate or limit the liability of said director, officer, agent, fiduciary or employee to CWHJA for monetary damages resulting from (1) any breach of their duty or loyalty to CWHJA, (2) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or (3) any transaction from which said person derives an improper personal benefit.
- Any repeal or modification of the above provisions shall not adversely affect any right or protection stated in such provisions with respect to any act or omission occurring prior to the time of such repeal or modification.

ARTICLE IX. WEBSITE

The Association shall maintain the www.CWHJA.com website, insuring it is up to date for members to find information easily

The President shall be or appoint the website editor

The website editor shall:

- Be a board member or a general member
- Keep the website current for general members to stay engaged and informed
- Ensuring division sponsors and all memberships are updated in a timely manner
 - Clearly noting the last time updated clearly for general membership reference
- Notify the general membership of up coming events and deadlines
 - Coordinating with the Social Media Committee to “cross post” important updates
- Promote:
 - All CWHJA scholarship and ensuring the application forms are available and up to date
 - Year end banquet, annual general meeting and silent auction
- Update show results within 2 weeks of a shows conclusion and upcoming schedule when needed
- Accept and post items for the ‘bulletin board’ section
 - Accepting advertisements for horse related items for sale / swap / gifting and ISO posts
 - Updating sold items in a timely fashion

ARTICLE X. COMMITTEES

Committees may be created by the board to serve any purpose

- Committee members and chairman may be board members or non-board members but must be members of CWHJA in good standing.
- Committee chairmen must provide a report of the committee's activities at the annual meeting.

ARTICLE XI. YEAR-END HORSE SHOW

The board of directors shall conduct a year-end horse show representing the finals in each division for the current show year

- Committees or individuals shall be appointed by the president to handle all functions necessary to ensure successful production of this event.
- Proceeds from the show shall be deposited directly into the association's bank account to be used for expenses generated by the show and other association needs as necessary

ARTICLE XII. PARLIAMENTARY AUTHORITY

The rules contained in the current **Robert's rules of Order** shall govern the proceedings of CWHJA meetings in all cases to which it is applicable

ARTICLE XIII. AMENDMENT OF BY-LAWS

Section 1. By the Board

These by-laws may be amended at any regular or special meeting of the board of directors by a two-thirds vote of the entire board

Section 2. Right of Petition by a Member

Any member wishing to propose an amendment to the by-laws must present a petition for same to the board

- The petition must contain the signatures of at least ten (10%) per cent of the general membership
- The board will vote on said change. A simple majority vote will be the deciding factor

ARTICLE XIV. RULES CHANGES

Section 1. General

CWHJA rules may be amended as follows:

- A written proposal for rule changes may be submitted by any CWHJA member in good standing
 - This proposal must be accompanied by the signatures of ten additional members in good standing
 - The proposal may be withdrawn at any time
- All proposals will be considered by the board
 - The president may appoint two board members to research the proposal and report to the board prior to consideration by the full board
- The board may accept the proposal by a two-thirds vote of the entire board.
- Rule changes will take effect April 1 of the following year

Section 2. Extraordinary Rule Changes

The Board of Directors may entertain extraordinary rule change proposals at any time, provided:

- The proposal was submitted in writing by a board member or by written proposal signed by fifteen (15) CWHJA members in good standing
- There is an immediate need to act on the proposal; i.e., for safety reasons, health reasons, or other compelling circumstances
- The proposal is endorsed by at least two directors prior to the meeting at which the proposal is considered
- Following completion of the above process, the board may accept or the proposal by two-thirds vote of the entire board. The general membership must be notified of the extraordinary rule change immediately following acceptance of the change.

APPROVED AND ADOPTED this 15th day of March, 2021

Lisa Flynn Hall, President

Tera James Boaeuf, Vice-President

USEF definition:

GR702 Violations

- 1. A violation is any act prejudicial to the best interests of the Federation, including but not limited to the following:**
 - a. Violation of the rules of the Federation.**
 - b. Disqualification by a Licensed Competition.**
 - c. Determination that disciplinary action has been taken by an administrative agency, arbitration or other tribunal body, humane society, other National Governing Body, or a court of law.**
 - d. Acting or inciting or permitting any other to act in a manner contrary to the rules of the Federation, or in a manner deemed improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the best interests of the sport and the Federation.**
 - e. Any act committed or remark made in connection with the competition considered offensive and/or made with the intent to influence or cast aspersions on the character or integrity of the licensed officials, approaching a judge before or after a decision without first obtaining permission from the show committee or steward/technical delegate, inspecting a judge's card without the judge's permission, or public verbal abuse of competition officials.**
 - f. Physical assault upon a person and/or cruelty to a horse as defined in GR839.**
 - g. Failure to obey any penalty imposed by the Federation.**
 - h. Exhibiting any horse while in the care, training or custody of a suspended trainer.**
 - i. Riding, exhibiting, coaching or training for the benefit, credit, reputation or satisfaction of a suspended person.**
 - j. Failure to pay indebtedness to the Federation or indebtedness for hearing transcripts or other hearing expenses arranged through the Federation.**
 - k. Participating in any manner at a licensed competition while not in good standing or competing horses not in good standing at a licensed competition. (See GR137)**
 - l. Prescribing, dispensing, or administering a drug by a veterinarian which results in a finding of a prohibited substance. In the event a positive report is received by the Federation for a horse or pony to which a prohibited substance has been administered in any manner and the veterinarian is identified in any manner as the source of said prohibited substance, said violation will be addressed pursuant to GR412.**
 - m. Any action which is subject to Reciprocity by the Federation under the Federation Bylaws.**
 - n. Violating the Safe Sport Policy found at safesport.usef.org.**
 - o. Retaliation against a person for making an allegation of any rule violation, for supporting a reporting party or witness, or for providing information relevant to a potential violation. Retaliation may be considered any adverse action taken by an individual against a person participating in a USEF proceeding. BOD 6/22/20 Effective 12/1/20**