

HORSEMEN'S RIDING CLUB OF NORTH JERSEY

BY-LAWS

Article #1: Name, Purpose, Location, Incorporation

- 1.1 **Name:** The Corporation shall be known hereinafter as the Horsemen's Riding Club of North Jersey. The official abbreviation shall be H.R.C.N.J..
- 1.2 **Purpose:** The H.R.C.N.J. is organized for the purpose of promoting, stimulating interest and improving equestrian events in the Tri-State area.
- 1.3 **Location:** The events held will cover the areas of New Jersey, New York and Pennsylvania.
- 1.4 There shall be no capital stock, therefore written evidence of membership will be provided upon request.
- 1.5 The fiscal year shall begin January 1 of the current year and end on December 31 of the same year.

ARTICLE #2: Membership

- 2.1 **Membership:** Membership is open to all equestrians wishing to fulfill the purpose of this organization. Members must have their dues paid in full and have met all membership requirements.
- 2.2 **Membership Types:**

Single: Single exhibitor of any age. Requiring a paid membership, attendance at meetings is optional and submission of a sponsorship also optional. Sponsorship will become required for a single member who requests to be eligible for year end awards.

Family: Exhibiting family consisting of two adults and their unmarried children or step-children under age eighteen (18). Requiring a paid membership, attendance at meetings is optional and submission of a sponsorship(s) also optional. Sponsorship will become required per exhibiting family member who requests to be eligible for year end awards. (Maximum of three (3) paid sponsorships per showing family of 4 or more).

ARTICLE #2 – types of Membership, continued:

- 2.3 **Members in Good Standing:** Requires paid membership and payment of any additional fees. Only members in good standing may hold an elected office in the H.R.C.N.J..
- 2.4 **Membership Transfers:** Memberships are not transferable to another person or family. Additionally, types of membership may only be changed by a quorum vote of the H.R.C.N.J. officers.
- 2.5 **Voting Privileges:** Voting privileges are extended to members in good standing only.
- 2.6 **Membership Fees for Officers:** The membership fees for elected Officers of H.R.C.N.J. will not be required to be paid prior to the first scheduled member meeting to activate their voting rights. However payment will be required prior to the first scheduled open show for current calendar year they were elected.

ARTICLE #3 – OFFICERS, TRUSTEES & ELECTIONS

Officers: The H.R.C.N.J. Executive Board shall consist of the following elected officers: President, Vice-President, Secretary and Treasurer, plus a minimum of three (3) elected trustees

3.1 Duties & Powers of Officers:

President: The president shall be the Chief Executive Officer of the H.R.C.N.J. and shall have general direction and charge of the conduct and operation of the H.R.C.N.J.. The president shall preside over all meetings as chairperson and shall be an ex-officio member of all committees.

Vice President: In the absence, inability to act or occurrence of a vacancy in the office of President, the Vice-President shall perform all duties of the President. In addition, the VP shall perform all other duties as assigned by the President.

ARTICLE 3.2 – Duties & Powers of Officers – Continued

Secretary: The Secretary(s) is responsible to the President for the operation and management of the business of H.R.C.N.J.. The Secretary(s) duties include recording and any correspondence for H.R.C.N.J. business. The Secretary(s) shall keep an accurate record of meetings and members in attendance at H.R.C.N.J. regular & special meetings and shall keep a record of all members, their addresses and phone numbers. The Secretary(s) shall provide a current membership list with names, addresses and phone numbers to all members in good standing. The Secretary(s) shall perform all other duties as assigned by the President.

Treasurer: The Treasurer shall collect, hold and disburse, under the direction of the Executive Board, all monies of the H.R.C.N.J.. The Treasurer shall keep books or accounts, submit a monthly statement of accounts at each regular meeting, and provide a full account of receipts and disbursements for the fiscal year past. The records shall be audited annually by a disinterested third party. The Treasurer is also responsible for organization of all accounts for tax purposes by a disinterested third party. The Treasurer is required to provide current or historical records of the H.R.C.N.J. accounts at the request of the President.

Trustee: A minimum of three (3) Trustees shall be elected by the same process as Officers. A Trustee is responsible for all interests of H.R.C.N.J.. Trustees shall assist the officers in the enforcement of all H.R.C.N.J. by-laws, show and class rules.

3.2 Term of Office: The term of office for officers and trustees shall be one (1) year and Begin on January 1 of each year. (See Article 4.1)

3.3 Nominations: Nominations for officers and trustees shall occur at the September meeting of the members of H.R.C.N.J.. You must be present to nominate a member for office.

3.4 Elections: The election of H.R.C.N.J. officers and trustees shall occur at the annual Meeting held in October of each year. You must be present and a member in good standing in order to vote.

3.5 Vacancies: A vacancy in the Executive Board shall be filled by election at as regular meeting. The newly elected member shall hold the office for the un-expired term of the predecessor or until a successor is elected.

3.6 Number of Seats For Officers: Officer Positions are not limited to only one individual serving and performing the duties of the office. An office may be shared amongst multiple individuals, with specific duties being split between the elected officials. A formal motion and membership vote must take place at the annual Nomination meeting to determine when an officer position will be held in the manner for an upcoming election year.

ARTICLE #4: Executive Board

- 4.1 Power of the Executive Board:** The business and property of the H.R.C.N.J. shall be Managed by the Executive Board. The Executive Board is empowered by the membership to act for H.R.C.N.J. between regular meetings when necessary. Board members of the Executive Board may succeed themselves in office but each person must be elected and re-elected individually and annually.
- 4.2 Number of Executive Board:** The Executive Board shall consist of the elected officers and trustees of the H.R.C.N.J..
- 4.3 Chairman:** The President shall serve as Chairman of the Board, voting only to break a tie, except during elections.
- 4.4 The Executive Board** shall make no financial commitments extending beyond their term of office, or leave a deficit to be assumed by successors. The Executive Board may not modify any vote taken by the membership without membership approval.

ARTICLE #5: Committees

- 5.1 Standing Committees:** The President shall appoint chairpersons to the Standing Committees of H.R.C.N.J.. The Standing Committees are:
- Awards Committee
 - Staffing Committee
 - Year-End Committee
 - Points Review Committee

ARTICLE #6: Meetings

- 6.1 Regular Meetings:** The regular meetings of the H.R.C.N.J. shall be held in January, February, March, April, May, June, July, September, and October.
- 6.2 Annual Meetings:** Notice of the Annual meeting shall be communicated to each member at least seven (7) days prior to the meeting, to the last known address of each member in good standing, and/or to the last known e-mail address; stating the time, date and location of the meeting.
- 6.3 Quorum:** A quorum for voting purposes is seven (5) members in good standing
- 6.4 Attendance:** Officers are required to attend 7 of the 9 scheduled membership meetings during the calendar year of their term. Exceptions will be made for family, job, or medical emergencies. When an officer is to be absent from a meeting, it is their responsibility to ensure any duties they are expected to perform or any assignments or reports/updates are handled by another officer or trustee.

- 6.5 **Voting-Annual Meeting/Elections:** One vote is allotted each member in good Standing, age 12 and over. Family memberships are entitled to a maximum of three (3) votes per family

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ARTICLE #7: Amendments

- 7.1 The by-laws of the H.R.C.N.J. may be amended at any meeting of the membership by a Quorum present, provided the amendment/s have been furnished in writing to all members in good standing, thirty (30) days prior to the meeting at which the vote will take place. Amendments presented to the membership without prior notice require an 80% vote of the members present, for approval.

ARTICLE #8 Rules

- 8.1 **Robert's Rules of Order**, newly revised, shall prevail as long as they are not in conflict with these by-laws.
- 8.2 **Show Rules:** The Executive Board is responsible for establishing show rules and class rules in consonance with the by-laws. The rules shall be published and made available for review at all horse shows of the H.R.C.N.J.. An annual review of the show and class rules will be conducted by the Executive Board as needed.
- 8.3 **Final and ultimate authority** rests with the members of the H.R.C.N.J.. These by-laws are subject to the approval of all members and may be amended.

ARTICLE # 9: Indemnification

- 9.1 The Executive Board of H.R.C.N.J. shall be indemnified by H.R.C.N.J. against all costs expense and liabilities reasonably incurred by him/her in connection with/or resulting from any action, suit or proceeding to which he/she may be made a party to, by his/her being, or having been and Executive Board member of the H.R.C.N.J., except in relation to matters which shall have been occasioned by the willful misconduct or dishonesty of such Executive Board member. The foregoing right of indemnification shall cover amounts paid in settlement of any such action, suit or proceeding when such settlement appears to be in the interest of the organization. These foregoing rights shall be in addition to any other rights the Executive Board member may be entitled to as a matter of law.

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