



## **MISSISSIPPI HUNTER JUMPER ASSOCIATION, INC. CONSTITUTION**

### **ARTICLE I – NAME**

The name of this corporation shall be the Mississippi Hunter Jumper Association, Inc.

### **ARTICLE II – PURPOSE**

**Section 1:** This corporation is organized exclusively for charitable and educational purposes, and to promote national and international competition, and all phases of equestrian science and activities, with special emphasis on English riding, hunter seat, jumping, combined training, horsemanship, horse care and training, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law.

**Section 2:** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for the above. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf any candidate for public office. Notwithstanding any other provision of this Constitution, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, or by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law.

**Section 3:** Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner or to such organization or organizations organized and operated exclusively for charitable and educational purposes as shall at that time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine.

### **ARTICLE III – MEMBERSHIP**

**Section 1:** The following classes of membership shall be offered: Life, Individual, and Family

**Section 2:** Both the owner and the rider must be a member of the corporation before a horse may be eligible for points toward annual awards.

### **ARTICLE IV – DUES**

**Section 1:** The annual dues of the corporation shall be according to the type of membership as provided in the By-Laws.

**Section 2:** Membership is initiated when dues payment is received by the MHJA and is not retroactive. Dues must be current before a member may vote or hold office.

**Section 3:** Both renewals and new memberships must be received prior to the annual general membership meeting for a member to be eligible to vote at the same, applications to be accompanied by payment of dues.

## **ARTICLE V – OFFICERS AND ELECTIONS**

**Section 1:** The governing body of the corporation shall be its Board of Directors which is elected at the annual general membership meeting.

**Section 2:** From the elected Board of Directors, the general membership shall also elect the following officers: President, Vice President, Secretary and Treasurer. Show Manager, Show Secretary and other officers as deemed necessary shall be appointed by the President with the approval of the Board of Directors.

**Section 3:** Elections shall be by written ballot at the annual general membership meeting described in the By-Laws. The corporation does not recognize absentee ballots or proxy votes.

## **ARTICLE VI – MEETINGS**

**Section 1:** The corporation shall hold an annual general membership meeting, written notice of which shall be given no less than fifteen (15) days prior to the appointed date.

**Section 2:** Special meeting of the general membership may be requested as described in the By-Laws.

**Section 3:** A quorum consisting of those members of the active membership present shall be necessary to conduct business at any general membership meeting.

**Section 4:** The Board of Directors shall hold regular monthly meetings, written notice of which shall be given to each Director prior to each meeting.

**Section 5:** Special meetings of the Board of Directors may be requested as described in the By-Laws.

**Section 6:** A quorum consisting of a simple majority of the elected members of the Board of Directors shall be necessary to conduct business at any meeting of the Board of Directors.

## **ARTICLE VII – GOVERNMENT**

**Section 1:** The government of the corporation shall be vested in the Board of Directors, as elected by the general membership and consisting of the elected members, officers and Past President.

**Section 2:** The Board of Directors shall have the general management of the affairs of the corporation and make contracts in its name and on its behalf or authorize such contracts in its name and on its behalf or authorize such contracts to be made by officers of the corporation providing that such contracts, individually or collectively, do not exceed the financial reserves of the corporation.

**Section 3:** The rules of USA Equestrian shall be followed in all cases unless specifically modified by the corporation. The Board of Directors shall be responsible for the enforcement of this Constitution and the corporation's By-Laws and for the rules of the American Horse Shows Association when applicable.

## **ARTICLE VIII – AMENDMENTS**

**Section 1:** This constitution may be amended by a two thirds (2/3) vote of the membership present at any regular or special general membership meeting provided that written notice of such amendment(s) is given at the previous meeting or by mail to each member at his last known address no less than fifteen (15) days prior to the ensuing membership meeting.

**Section 2:** Robert's Rules of Order, Revised, shall govern in all matters not covered by this Constitution.



## **MISSISSIPPI HUNTER JUMPER ASSOCIATION, INC. BY-LAWS**

### **ARTICLE I – MEMBERSHIP**

**Section 1:** There shall be three (3) classes of memberships; dues, responsibilities and privileges are defined in the following:

**Life Members** - Upon completion of application and payment of One Hundred Dollars (\$100.00) dues, an individual may become a life member of the Association and shall be exempt from annual dues. This individual shall have all rights and privileges of membership and be subject to all liabilities and penalties thereof.

**Individual Members** - Upon completion of application and payment of Fifteen Dollars (\$15.00) dues, an individual may become a member of the Association with all rights and privileges of membership and be subject to all liabilities and penalties thereof.

**Family Members** - Upon completion of application and payment of Twenty-Five Dollars (\$25.00) annual dues, family groups may enjoy all rights and privileges of individual members. Family membership shall cover and be confined to spouses or parents (or legal guardians) and children of a family group. A family membership is entitled to a maximum of three (3) votes at all general membership meetings. An additional family member may obtain independent status upon completion of application and payment of annual dues of one-half (1/2) the cost of the family membership. The application card for a family membership must identify the three (3) voting members.

**Section 2:** Application and payment of dues must be received by the Association prior to the annual membership meeting in order for individual members to vote or hold office.

### **ARTICLE II – OFFICERS AND ELECTIONS**

**Section 1:** The elected officials of the Association shall be its Board of Directors elected at the annual meeting of the general membership. The immediate Past President shall serve as an ex-officio member of the Board of Directors for the term immediately following his term of office.

**Section 2:** The elected Board of Directors shall consist of up to eighteen (18) adults and up to four (4) junior members of good standing in the Association. Only one (1) adult member of a family may serve on the Board of Directors at a time. A junior member shall be defined for show purposes by the American Horse Show Association with the exception that he must be fifteen (15) years of age or older to be eligible for nomination to and membership on the Board of Directors.

**Section 3:** Adult members shall be elected to a term of three (3) years. Junior members shall be elected to a term of one (1) year.

**Section 4:** The President shall appoint two (2) members of the Board of Directors to serve on the Nominating Committee and shall appoint one of those members to serve as chairman. The Committee shall select two (2) additional Committee members from the general membership not currently serving on the Board of Directors. A fifth member of the Committee shall be a junior member selected by the Chairman of the Committee whose Board status shall be of no consequence, but shall be fifteen (15) years of age or older.

**Section 5:** The Nominating Committee shall meet and select six (6) adult member nominees and up to four (4) junior member nominees. The Committee shall also select a slate of officers consisting of: President, Vice President, Secretary and Treasurer. All nominees shall be members in good standing.

**Section 6:** The Nominating Committee shall present to the Board of Directors for their approval a list of potential directors. The Committee shall meet again to select nominees from the approved list. Each nominee shall then be contacted by the Committee to ascertain their willingness to accept the nomination. The Committee shall report the nominees to the Board of Directors.

**Section 7:** The Secretary shall prepare a suitable ballot indicating all nominations submitted by the Nominating Committee and approved by the Board of Directors. The ballot shall be mailed to the general membership at least fifteen (15) days prior to the annual general membership meeting. It shall be distributed to each member eligible to vote according to a list of same prepared by the Membership Chairman. Ballots shall be cast, results of which shall be determined by a count of the Vice President and a member of the Nominating Committee.

**Section 8:** Additional nominations may be accepted from the floor by members in good standing with prior approval of the nominee. The Association does not recognize absentee ballots or proxy votes.

**Section 9:** Vacancies in the Board of Directors or the Officers of the Association, other than that of the Presidency, shall be selected by the Nominating Committee and approved by the Board of Directors.

**Section 10:** Any director who, during the fiscal year of the Association, has three (3) or more absences from Board meeting is subject to removal from the Board of Directors.

### **ARTICLE III – MEETINGS**

**Section 1:** The Association shall hold annually a general membership meeting and an awards banquet. The time and place shall be designated by the Board of Directors. The Secretary shall notify all members no less than fifteen (15) days prior to the appointed date(s).

**Section 2:** Special meetings of the general membership may be called by the President of the Association when requested by a majority of the Board Of Directors, by a majority vote at any meeting of the general membership or by a written petition signed by fifteen (15) members of the Association. Notice of special meetings must be given by mail no less than fifteen (15) days prior to the meeting along with notice of the business to be considered at said meeting.

**Section 3:** The Board of Directors shall meet monthly at a time and place to be designated by the Board of Directors, notice of each meeting to be provided by the Secretary.

**Section 4:** Special meetings of the Board of Directors may be called at the discretion of the President or upon the request of no less than three (3) Directors with written notice of said special meeting given prior to that meeting.

### **ARTICLE IV – DUTIES OF DIRECTORS AND OFFICERS**

**Section 1:** It shall be the duty of the Board of Directors to administer the Constitution of the Association and these By-Laws. The Board of Directors shall also have the responsibility of enforcing the rules of USA Equestrian as they apply to the government of the Association unless specifically stated other wise in the Constitution and these By-Laws. The Board of Directors shall review the Show Packet and make recommendations for the coming year. The Board of Directors may adopt, at its discretion, such rules and regulations as are necessary to ensure the best interests of the Association and its individual members. Show Packet rules as approved and adopted by the Board of Directors, as amended from time to time, shall become part of these By-Laws for the coming year and shall become the standard for all MHJA sponsored or approved shows, or MHJA divisions of AHSA approved shows. Changes to the Show Packet shall be distributed to the membership at least two weeks prior to the beginning of the new show year.

**Section 2:** The Officers of the Board of Directors and their duties are as follows:

The **President** shall be the chief executive officer of the Association and shall preside at all meetings. He shall be the official representative of the Association. He shall sign all contracts and obligations of the Association. He shall supervise the affairs and activities of the Association. At the onset of each year, he shall appoint, subject to the approval of the Board of Directors, all standing committees as set forth in the By-Laws, serving as an ex-officio member of each committee. He shall

throughout the year, appoint, subject to the approval of the Board of Directors, all committee chairman and members deemed proper and necessary to fulfill the object and purpose of the Association and shall bring to the attention of the Board of Directors and Director or committee member who should fail to perform his duties. He shall then take any corrective action deemed necessary by the Board of Directors. The President shall perform such duties as may be assigned to him by the Board of Directors.

The **Vice President** shall preside at all meetings of the membership and the Board of Directors in the absence of the President. When the President is unavailable, the Vice President shall serve as the official representative of the Association. In case of a vacancy in the office of President, The Vice President shall fill the unexpired term. The Vice President also shall perform such duties as may be required by the President or the Board of Directors.

The **Secretary** shall keep and maintain accurate records of all meetings of the Association, keep an accurate roster of members and shall conduct the correspondence of the Association, maintaining copies for records. He shall provide minutes of each preceding meeting of the Board of Directors and general membership. He shall provide notice of meetings and such ballots as provided for in these By-Laws. The Secretary also shall perform such duties as may be required by the President or the Board of Directors.

The **Treasurer** shall collect all moneys due the Association and shall have care and custody of and be responsible for the funds of the Association. He shall deposit funds of the Association in such bank as the Board of Directors shall designate. He shall pay all bills upon receipt of an itemized statement, keeping an accurate record. He shall make a full report in writing of the financial condition of the Association at the annual meeting and at each regular meeting of the Board of Directors, and at such other times deemed necessary by the Board of Directors. He shall prepare and maintain an accurate list of each member whose dues are current and are, therefore, eligible to vote and hold offices as described in these By-Laws. He shall ascertain the need for and file all financial reports required by state and federal statutes. He shall collect, on a regular basis, the mail of the Association from the Association's post office box and shall deliver any applicable mail to the other officers of the Association. He shall be eligible for performance and surety bonding provided by the Association. The Treasurer also shall perform such duties as may be required by the President of the Board of Directors.

The **Show Manager** shall serve as Chairman of the Show Committee. He shall, subject to approval of the Board of Directors, organize and execute all aspects necessary for the production of an MHJA sponsored horse show which shall include, but not be limited to, selection of a location, judge, class list, course designer, jump crew, and shall make or cause to be made, any other arrangements necessary for said shows. The Show Manager also shall perform such duties as may be required by the President of the Board of Directors.

The **Show Secretary** shall serve as a member of the Show Committee. He shall process entries, prepare class sheets and judge's cards, select awards, and tabulate points for each MHJA sponsored horse show. He shall maintain records of each MHJA sponsored or approved show in the event of future disputes, protests, etc.

The **Membership Chairman** shall promote and maintain ongoing membership in the Association. He shall keep an accurate and current record of all members, including address, phone number, date of application and names of family members entitled to vote at general membership meetings. The Membership Chairman shall, by November 1 of each year, send renewal notices to all members and upon receiving application, send membership packets to every member of the Association. A current copy of the Constitution and these By-Laws shall be distributed to each member after the annual meeting. The Membership Chairman shall keep the Points Chairman and the Show Chairman apprised of new members, their addresses and the date on which their membership was received. The Membership Chairman also shall perform such duties as may be required by the President of the Board of Directors.

The **Point Chairman** shall maintain a year-to-date point tabulation for each member, updating same within a reasonable time after each MHJA approved or sponsored show. An accounting of points shall be distributed to the membership at regular intervals throughout the year.

**Section 3:** Standing Committees of the Association shall be appointed by the President with approval of the Board of Directors at the first regular meeting of the Board of Directors after the annual election of officers. The standing committees and their duties are as follows:

The **Show Committee** shall consist of eight (8) members including the Show Manager and the Show Secretary with the Show Manager serving as Chairman. The duties of the Show Committee shall be to assist the Show Chairman in his activities to guarantee the successful production of all MHJA sponsored horse shows. The Show Committee shall meet as is deemed necessary by the chairman.

The Board of Directors shall serve as a **Hearing Committee** for any unresolved protests at MHJA approved shows or for actions which the Board of Directors or any member of the Association feels is prejudicial to the best interests of the Association. The Board of Directors may conduct such hearings or investigations as it deems necessary and shall have the authority to fine, censure, suspend, or expel any member whose conduct shall be found to be prejudicial to the best interests of the Association or in violation of its rules as set forth in the Constitution and these By-Laws, including those found in the Show Packet.

The **Nominating Committee** shall be appointed by the President as described in the Constitution and shall slate directors, officers and replacement of such as required throughout the year. The Chairman shall keep a list of perspective board members as suggested by the membership.

There may be other standing committees as deemed necessary by the President or upon recommendation of the Board of Directors. Committees shall consist of no less than three (3) members.

## **ARTICLE V – AMENDMENTS**

**Section 1:** Show Packet rules as approved and adopted by the Board of Directors shall become a part of these By-Laws. Said rules will stand approved for the duration of the year and shall become the standard for all MHJA sponsored or approved shows or MHJA divisions of USA Equestrian approved shows.

**Section 2:** These By-Laws may be amended by a majority vote of the general membership present at any regular or special meeting provided that written notice of such amendment is given at the previous meeting or by mail to each member at his last known address no less than fifteen (15) days prior to the ensuing membership meeting.

**Section 3:** Robert's Rules of Order, Revised, shall govern in all matters not covered by this Constitution.