



NORTHERN ARIZONA HORSEMAN'S ASSOCIATION, INC.

BY-LAWS

AS REVISED MARCH, 2016

Article I. NAME

The name of this organization shall be NORTHERN ARIZONA HORSEMAN'S ASSOCIATION, Inc., and notwithstanding any other provision of by-laws of the N.A.H.A., the headquarters of the association shall never be located at a point further in distance than fifteen (15) miles in any direction from Flagstaff Post Office, Flagstaff, Arizona.

Article II. OBJECTIVES

1. To form a non-profit organization that is a family oriented volunteer organization of equine enthusiasts.
2. To promote fun, family oriented horse activities in northern Arizona.
3. To promote better horsemanship and sportsmanship.
4. To offer organized equestrian events that will be open to the public and make adequate and fair rules governing competitions and to enforce them for the common benefit.
5. To protect the equestrian lifestyle in northern Arizona and the promotion of responsible horse ownership.

Article III. MEETINGS

1. Regular and Board of Director's meetings of the Northern Arizona Horseman's Association shall be held each month. The day, time, and place shall be decided by the Board of Directors at the prior Board meeting. The Corresponding Secretary shall publish the date, time and place of the next Board meeting one week prior to the meeting.
2. Special membership meetings or board meetings may be called at the discretion of any Board members.
3. All regular or special Board of Directors meetings shall be closed to non-members of the association unless otherwise announced.

Article IV. MEMBERSHIP

1. Family memberships shall be available with the fee to be determined by the Board of Directors, with one vote per family membership. An additional vote is available within the family for \$5.00 per vote - capped at one vote per adult.
2. A family consists of husband and/or wife and is inclusive of all family members living at the same address. Members will need to be able to provide proof of address if asked. If child is over 21 years of age, they will be required to have their own membership.
3. Status of family memberships changing due to single members getting married shall not require additional dues until the next calendar year.
4. Single membership is available for any one adult 18 years of age or older and fee will be determined by the Board of Directors with one vote.
5. Junior memberships will be provided for youngsters 17 and under at an annual fee to be determined by the Board of Directors. This will entitle junior members to participate in any N.A.H.A. sanctioned activities.
6. Memberships paid in full by 11:59 pm March 31st of the membership year will receive a discounted rate to be determined by the Board of Directors.
7. Honorary members shall be voted their position by the membership and are not requested to pay dues or allowed to vote. Honorary members must be voted in by unanimous vote of the Board of

Directors. The membership may be considered for members who have made long-term outstanding contributions to the club.

8. Privileges of membership shall include participation in all events sponsored by the association at membership rates.
9. The Board may refuse or revoke membership status only upon reasonable grounds relating to horse activities or inhumane treatment of an animal at any time. Also, for any misconduct (foul or abusive language, threatening of another club member, verbal or physical confrontations of one member of board member to another, etc.) that reflects negatively in any way upon the club and its members.

Article V. ELECTIONS

1. The first election of officers shall be for a two-year period.
2. All successive elections shall be held yearly with notice of election to be published.
3. Voting age....Members must be 18 or over as of the day of election.
4. All members in good standing shall be eligible to vote.
5. Members must be present to vote in the election of officers or have a signed written proxy.
6. Elections shall be by closed ballot only.
7. Elections shall be determined by a majority of votes and ballots will be counted by two or more Board of Directors at time and place of vote.
8. Election of officers will be held in November with installation at the December meeting.
9. The nominating committee will be at the October meeting and will present their slate of nominees at the meeting, where nominations from the floor will be accepted.
10. In the event of a tie of an elected officer, a runoff election will be held at the next regular meeting. A tie at this time will be decided by a flip of the coin, to be flipped by the president.
11. If an officer vacates during the year he/she will be replaced by the Board of Directors.
12. No member will be nominated for more than one office.

Article VI. OFFICERS

1. All officers of the organization shall be at least 18 years of age.

DUTIES OF THE PRESIDENT

1. The President shall be a member of the Association for at least one year prior to election.
2. He/she shall be the Chief Executive Officer of the Association and shall sign all contracts and obligations and perform such other duties as may be assigned to him/her by the Board of Directors.
3. The President shall appoint all committees, including the Nominating Committee. The Nominating Committee Chairman shall be approved by the Board of Directors.
4. He/she shall be ex-officio member of all appointed committees.
5. The President shall, upon notification by a committee chairman of a vacancy, ask a member of the Board of Directors to substitute and fill the vacancy.
6. The President may call a meeting of the Board of Directors at his discretion and shall call a meeting of the Board when requested to do so by two or more Directors.
7. The President shall be answerable in all of his official actions to the Board of Directors.

DUTIES OF THE VICE- PRESIDENT

1. The Vice-President shall be a member of this Association for at least one year prior to election.
2. In the absence of the President, the Vice-President shall preside over meetings and carry out his/her duties.
3. The Vice-President shall serve as Program Chairman for the meetings and may present a program consisting of Speaker, Film, or Activity at each and every regular meeting.

DUTIES OF THE RECORDING SECRETARY

1. The Recording Secretary shall have been a member of this Association for at least one year prior to election.
2. He/she shall keep record of all meetings, act as Librarian, and prepare an agenda for the President prior to each meeting.
3. He/she shall keep record of those attending all meetings.
4. He/she shall give written notice of all changes of By-Laws, Rules and Policies as approved by general membership, to rules committee.

DUTIES OF THE CORRESPONDING SECRETARY

1. The Corresponding Secretary shall have been a member of this Association for at least one year prior to election.
2. He/she shall give notice of all meetings to the members and have charge of all correspondence.
3. The Corresponding Secretary shall also be Membership Chairman.
4. All membership applications, money, and dues must go to him/her with the help of the treasurer.
5. He/she shall record active membership and pass funds to the Treasurer.
6. He/she shall be responsible for giving to new family members, a packet including a set of By-Laws, Gymkhana Rules, Policies, Schedule of Events, NAHA Patch/sticker, Membership Card, and a welcoming letter.
7. All letters sent out by the Corresponding Secretary shall be made in duplicate and a copy kept on file.

DUTIES OF THE SERGEANT-AT-ARMS

1. There shall be one Sergeant-At-Arms who will be in charge of all gymkhana activities and equipment.
2. He/she shall be head of the trail policy on rides and ring master in shows.
3. He/she shall be accountable only to the Board of Directors.
4. He/she shall preserve order and at the request of the President expel any member who is in violation of acceptable conduct.
5. He/she may, at his/her own discretion, caution any member who borders on such conduct.
6. He/she shall be custodian of all Association field equipment as stated above respectively.

DUTIES OF THE TREASURER

1. The Treasurer shall have been a member of this Association for at least one year prior to election.
2. He/she shall have charge of all Association money, bills, and payment of such.
3. Two signatures shall be required on each check; one signature of each check must be that of the Treasurer, the other may be that of the President or the Corresponding Secretary.
4. Each check written must be authorized by a motion from the general meeting or from the Board of Directors, with the amount stated.
5. Any expenditure over \$100.00 must be presented to and approved by the Board of Directors.
6. The Treasurer shall submit a complete report at each regular meeting and when requested by the President or the Board of Directors.
7. The account will be carried in a local bank or credit union and full records kept.
8. There will be an audit of the books at the end of the year by the President and Corresponding Secretary, and all properties, books, and Association possessions shall be inventoried, with three copies of said inventory, at the end of each year.
9. The Recording Secretary, the Treasurer, and the President shall have copies.
10. The Treasurer's copy must go in with the books for audit.
11. The Treasurer shall keep a General Ledger.
12. He/she shall be solely responsible for the collection of the mail from the post office box.
13. All membership applications, money, and dues must go to him/her.

Article VII. BOARD OF DIRECTORS

1. The President serves as Chairman of the Board of Directors.
2. All elected officers will be members of the Board of Directors; however, the Vice-President shall vote in case of a tie.
3. The duties of the Directors are:
 - a. To set policy of the Association.
 - b. To arbitrate disputes of Members, Exhibitors, Judges, or Management in any controversy.
 - c. A hearing must be held after which they may censure, suspend or expel any officer or member of the Association whose conduct shall be found to be prejudicial to the best interests of the Association, or in violation of its Constitution or By-Laws.
 - d. All meetings of the Board of Directors must have 2/3 members present to have a quorum.
 - e. Vacancies shall be filled by a call of the President for an election, or if the time is less than six months, by appointment from other Directors.
 - f. The Directors may from time to time, elect Honorary Directors or members from the Association, in recognition of distinguished service rendered to the Association.
 - g. An Honorary Director shall serve for life, but without vote and shall be exempt from payment of dues.
 - h. The Board of Directors shall have the power to replace any officer who misses three meetings or who shall not fulfill his/her duties as set out in the By-Laws.
 - i. A Director shall be empowered to appoint an alternate to attend meetings of the Board in his/her absence and to act as the Director with voting power, as requested for that meeting.

Article VIII. THE ADVISORY BOARD

1. The Advisory Board shall consist of all Charter members of the organization, who pay their dues in 1967 and keep continuous membership, or if absent from membership for one year or more, shall pay one year's back dues and current dues.
2. This will re-establish their membership on the Advisory Board.
3. All past Presidents of the Association in good standing shall also be members of the Board.
4. The Advisory Board will meet with the Board of Directors and will be notified of all Board meetings.

Article IX. APPOINTIVE OFFICERS

1. Standing Committee Chairmen shall be appointed in January and remain in service for 15 months, overlapping the new Chairman to be appointed each January.
2. The Committee Chairmen shall keep accurate records and surrender same to their successors.

PUBLICITY CHAIRMAN

1. Shall circulate the newsletter, contact news media, and work with all chairmen, where publicity is desired.
2. Shall be Historian and shall collect all news clippings, pertinent data, and relics for the scrapbook.

HOSPITALITY CHAIRMAN

1. Shall welcome all guests, new members and introduce them, and function as refreshment committee chairman.
2. Shall work with the Corresponding Secretary to encourage new members and stimulate old members.

WAYS AND MEANS CHAIRMAN

1. Shall be in charge of the annual fund raising drive.
2. Shall be in charge of N.A.H.A. concession stand.

TRAILS AND FOREST CHAIRMAN

1. Shall act as coordinator in disbursing information to individual trial ride chairmen and contact the Forest Service as to trails, and forest conditions and act as coordinator between the N.A.H.A. and the Forest Service.

GYMKHANA AND SHOWS CHAIRMAN

1. Shall act as coordinator in disbursing information to individual gymkhana and show chairmen.
2. Shall receive and keep records of all information for all gymkhanas and shows during the year.

RULES COMMITTEE

1. The Rules Committee shall consist of five (5) members each with a term of one year if necessary.
2. It shall be the responsibility of the Rules Committee to recommend rules for adoption by the organization, pertaining to the conduct of all Association gymkhanas, trail rides and horse shows and further shall recommend necessary additions, changes or modifications to the Association By-Laws, Policies and traditions.
3. The Rules Committee shall also function as the Nominating Committee.

PARADE CHAIR

1. He/she shall be in charge of organizing all club participated parades.
2. He/she shall be responsible for the maintenance and upkeep of parade equipment.

PARLIAMENTARIAN

1. Shall assist the President and membership in matters involving proper Parliamentary procedure.

Article X. AMENDMENTS

1. This set of By-Laws may be added to, altered, or amended at any meeting, if notice to do so has been given to all members two weeks in advance of such anticipated change.
2. Any amendment must be approved by the majority of the general members present.
3. The Board of Directors may, in a constituted emergency, make abridgement to the By-Laws, and each member must be notified.

Article XI. GRIEVANCE COMMITTEE WORKINGS

1. To present a grievance before the Board of Directors, a \$25.00 bond must be posted and all parties or their representatives should appear before the Board. They must be advised to do so.
2. A fine may be levied if the grievance is held just, censure may be given, or suspension upheld.
3. In extreme cases, expulsion from the Association is required.
4. If justice is not in the complaint, bond may be forfeited.
5. Any complaint being voiced, which does not go through the channels, will result in a fine of \$10.00.
6. It is allowed for the Board of Directors to unanimously vote on grievances considered petty or a waste of time.