

COWBOY STATES REINING HORSE ASSOCIATION BY-LAWS
A Regional Affiliate of the National Reining Horse Association

(Amended & Approved April 17, 2013)

ARTICLE I – TITLE, OBJECTIVES, LOCATION

SECTION 1. Title. This organization shall be known by the Cowboy States Reining Horse Association (CSRHA). The CSRHA is an affiliate of the National Reining Horse Associate (NRHA), E.I.N. #33-1135188.

SECTION 2. Objectives. To promote and encourage interest and participation in the sport of reining through informational clinics and public reining horse shows. Our reining horse shows will adhere to the standards of performance and judging as set down by the NRHA.

SECTION 3. Place of Business. The principle office of the association shall be the address of the current CSRHA President as listed on the CSRHA website.

SECTION 4. Upon the dissolution of the Association, The Board of Directors (BOD) shall, after paying or making provision for the payment of all liabilities of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) or 501 (c) (5) of the Internal Revenue Code of 1986 or corresponding provision of any future United States Internal Revenue Law, as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County exclusively for such purpose or to such organization or organizations of said court determine, which are organized or operated exclusively for such purposes.

ARTICLE II – OFFICERS

SECTION 1. The officers shall consist of a president, vice-president, secretary, and a treasurer. The election of president shall be as follows: A president shall be chosen every two (2) years – he/she will serve two (2) years as president, and may be elected for successive terms. The vice-president will serve a two (2) year term and may be elected for successive terms. The secretary and treasurer will serve two (2) year term positions and may be held by the same person, at the discretion of the BOD. All CSRHA Officers and BOD's shall be current members in good standing with the CSRHA for one year prior to their election.

SECTION 2. It shall be the duty of the President to preside at all meetings of the organization and of the BOD and to have general supervision of all affairs of the organization. The president shall be the ex-officio member of all committees, with the power to call and attend committee meetings.

SECTION 3. Vice President. In absence of the President shall assume all duties and responsibilities of the office of the President.

SECTION 4. It shall be the duty of the secretary to maintain a record of the terms of office of the organization, and record organization's minutes during meeting. The secretary shall forward in a timely manner the minutes of the previous meeting to all BOD's for review before the next scheduled meeting.

SECTION 5. It shall be the duty of the treasurer to maintain the organization's financial records, collect and deposit organization's funds, pay organization's accounts and prepare financial reports. In the day to day workings of the organization the Treasurer and President, as authorized signatures on the CSRHA checking account shall have the authority to authorize checks up to the amount of \$200.00 without BOD approval.

Any checks to be written over \$200 must be approved by the BOD before expenditures are committed.

Any and all budgets for CSRHA events such as shows, clinics, etc. must have BOD approval before proceeding. Upon BOD approval, the \$200 limit shall be waived in order to fulfill CSRHA's payment obligations. However, substantial changes in budget items will need to be reviewed by the BOD before payment.

Accounts shall be reviewed annually by a CPA approved by the BOD and reported with a full financial report at the General Membership Meeting.

ARTICLE III – BOARD OF DIRECTORS

SECTION 1. The entire management and government of the organization, except as otherwise expressly provided herein, shall be vested in the BOD. It shall determine policy and speak for the organization. All CSRHA Directors shall be current members in good standing for one (1) year with the CSRHA prior to their election. After election all BOD members must be current members of NRHA within 30 days.

SECTION 2. The BOD shall consist of the President, Vice President, Secretary, Treasurer, six (6) members at large and one (1) appointed at large.

SECTION 3. The eleven (11) members at large shall constitute the Board of Directors. The board members shall be elected to serve a three (3) year term. Two (2) shall be elected each year for three (3) year terms and one (1) shall be appointed each year for one (1) year term and may be elected/appointed for successive terms.

SECTION 4. Any director who fails to attend three (3) consecutive board meetings without having been excused during the term of office may be replaced at the discretion of the BOD.

SECTION 5. The BOD shall hold its meetings at the call of the president. Notice shall be given to the Board and membership via the CSRHA website at least ten (10) days prior to the meeting. The meetings shall be held in person, or via teleconferencing, at such time and place as they determine. Special meetings of the BOD may also be held at any location via teleconferencing, as called by the President. Teleconference meetings shall have the teleconference costs borne by the CSRHA. Special teleconference guests, or any members who wish to attend, shall have their teleconference costs borne by the CSRHA, excluding charges pertaining to usage of personal cell minutes or phone lines. Contact CSRHA President or CSRHA Secretary for call-in instructions.

SECTION 6. Meetings of the BOD may be called by written notice to the president from a majority of the other members of the board. Such notice shall be at least ten (10) days prior to the meeting.

SECTION 7. One-half (1/2) of the members of the BOD shall constitute a quorum.

SECTION 8. Removal. Any officers or directors may be removed by the majority vote of the BOD whenever in its judgment the best interest of the Association would be served thereby.

SECTION 9. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the BOD for the unexpired portion of the term. If an Officer or BOD member declares his/her resignation that declaration must be followed by a written, signed letter sent by United States Postal Service (USPS) mail to the CSRHA Secretary within ten (10) days of his/her declaration.

- (1) If a written, signed document is not received by the Secretary of CSRHA by USPS mail within the stated ten (10) days, the declared resignation will be honored and put to a vote before the Officers and BOD.
- (2) In the interim, if said Officer or Director desires retraction of their declaration a written letter to the CSRHA Secretary must be received before the expiration of the stated ten (10) day period.

ARTICLE IV – MEMBERSHIP

SECTION 1. Any person 19 years of age as of January 1 of the calendar year may become a voting member of the organization for one (1) year by paying annual membership dues as established by the BOD.

Types of memberships shall be:

- a. Individual – one person
- b. Family – husband, wife, children under 19 (Family membership = 2 votes)
- c. Joint – For partnership, corporate or other form of joint horse ownership (as listed on registration papers). If any of the persons involved in the joint ownership wishes to compete or vote, each of said persons must have an individual or family membership in addition to the joint membership.

SECTION 2. Dues of the Association are payable at the commencement of the calendar year. The calendar year of this Association shall be January 1 through December 31. The BOD may authorize the continuance of any membership without payment in the event the holder of the membership becomes a member of the Armed Forces of the USA.

ARTICLE V – ELECTIONS

SECTION 1. The election of officers and directors shall be held annually by United States Postal Service (USPS) mail during the period between November 1 to December 15.

SECTION 2. At least sixty (60) days prior to the beginning of the election the president shall appoint a nomination committee chairman to find a slate of candidates for presentation to the membership. Anyone wishing to be nominated must be a current member of CSRHA for the year prior to being nominated. Thirty (30) days prior to the mailing of the ballots the candidates will be announced to the membership. Secret ballots will then be mailed via USPS to the membership. Officers and Directors must be elected by a majority of members voting.

SECTION 3. Duly elected officers and directors shall assume office on January 1st of the year following election. Announcement of elected officers shall be via CSRHA Newsletter and CSRHA Web Site on or before January 1.

ARTICLE VI – INDEMNIFICATION

The association shall indemnify each of its directors, officers, employees and committee members whether or not then in service as such, against all reasonable expense actually and necessarily incurred by him or her in connection with the defense of any litigation to which the individual may have been a party because he or she was a director, officer or employee of the Association. The individual shall have no right to reimbursement, however, in relation to matters as to which he or she has been adjudged liable to the Association for negligence or misconduct in the performance of his or her duty as a director, officer or employee by reason of willful misconduct, bad faith, gross negligence, or reckless disregard of the duties of his or her office or employment.

ARTICLE VII – GENERAL MEETINGS

SECTION 1. The general meeting of the organization shall be held annually. The date, place, and time will be announced in the CSRHA newsletter and the CSRHA website. It is suggested the general membership meeting be held at the same time and location as the annual banquet.

SECTION 2. Special meetings of the members may be held at such time and place as designated by notice to members whenever called by direction of the president, or by notice to the president, signed by not less than twenty percent (20%) of all members then in good standing. Any special meeting of the membership shall be announced to the membership on the CSRHA website a minimum of thirty (30) days prior to the meeting.

SECTION 3. A simple majority of the membership present at any meeting is required to enact business.

SECTION 4. The use of proxies at any organization meeting is expressly forbidden.

ARTICLE VIII – COMMITTEE

The Chairperson of each committee shall be appointed by the President and report to the BOD. Other members shall be appointed by the Committee Chairperson. Committee Chairpersons and members of the committees shall be listed on the website.

Standing Committee List

Nomination/Elections - *to select and submit to the membership a list of persons who have agreed to serve on the BOD as officers or directors, and place names of those persons on the official ballot. At the written request of two (2) members the name of any other candidate shall be placed in nomination.*

Show Rules & By-Law Amendment Proposals - *to review and make suggestions of adjustments needed for the upcoming show season via the Show Rules section, and to review by-law amendment proposals from the membership and work with the author to determine desired intent and to assure the language is proper. The committee may compile statements for and against amendments to be published in the Newsletter, on the website or by e-mail. The proposed amendments will then be incorporated into paper ballots.*

Show Committee - *to organize and supervise any CSRHA show, clinic or other event. There may be more than one (1) show committee.*

Website Information Director - *submits CSRHA events and articles for inclusion in recommended publications. Oversees updating and maintenance of the CSRHA website.*

Newsletter Committee - *has responsibility for getting CSRHA newsletter and other information out to the membership in a timely manner.*

Historian - *Shall record in a scrap book all articles of publicity pertinent to the CSRHA.*

Awards - *to submit for the approval of the BOD's the committee's selection of awards.*

Fund Raising / Sponsorships - *to solicit funds and/or merchandise to support the various activities of the CSRHA and to coordinate these efforts with the chairpersons of the Show and Banquet Committees.*

Year-end Banquet - *to plan and organize the annual Year End Awards Banquet.*

Ad Hoc Committees - *may be instituted and appointed at the discretion of the BOD.*

ARTICLE IX – AMENDMENTS

SECTION 1. Amendments to the By-Laws must be presented to the by-laws committee chair at least 60 (sixty) days prior to the annual elections.

SECTION 2. Notice of proposed amendments will be published on the CSRHA website at least 30 (thirty) days prior to the annual election. These amendments will be on the secret ballot and voted on during annual elections. They must be passed by a majority of members voting.

ARTICLE X – RULES OF ORDER

Roberts Rules of Order (rev) shall govern all proceedings of all meetings of the organization, of the BOD, insofar as they do not conflict or are not consistent with the provisions of these By-Laws.

ARTICLE XI – DISCIPLINARY PROCEDURE

Any member or non-member may be disciplined or suspended from the Association and may be denied all privileges of the Association by the Officers and BOD, whenever it shall have been established by satisfactory evidence in a hearing conducted by the Officers and the BOD that such a member or non-member has knowingly and willfully violated the Bylaws or Rules of the Association. Anyone who becomes a member of the Association or becomes involved in a contractual agreement with the Association accepts to be bound by all the Bylaws and Rules of the Association and renounces to any recourse which he/she may have against the Association, so long as the latter acts in good faith in compliance with the Bylaws and Rules.

SECTION 1. Whenever anyone shall be accused of any violations, he/she shall be given not less than thirty (30) days written notice of a time and place for hearing such accusation by the Officers, BOD, or by an appropriate committee, at such time and place he/she will have the opportunity, in person or by counsel to be heard and to present evidence in his/her behalf, and to hear and refute evidence offered against him/her. At this hearing, a majority of the Board of Directors may terminate the membership.

SECTION 2. When a member or non-member is disciplined or suspended, the name of such member or non-member will be published in the CSRHA Newsletter and on the CSRHA web site.

Disciplinary procedures by CSRHA regarding show conduct, abuse to horse, judge, show management or contestants, etc. will be governed by the NRHA handbook.

SECTION 3. The decision and action of the BOD shall be final and binding on all parties. Any members or non-members may be suspended and/or denied privileges of the Association, by the approved show official or official thereof, or may be denied privileges of the Association by the Treasurer of the Association for the failure to pay when due any obligation owed to the Association or for giving a non-sufficient funds check for entry fees, stall fees, office charges, premiums or any other fees. Charges connected with the exhibition of reining horses, provided, however, that fifteen (15) days before action by the Treasurer, written notice of the account due and the intention to suspend or withhold privileges of the Association shall be delivered to such member or non-member. Any suspension and denial of privileges under this section shall terminate upon full payment of the obligation due the Association. Every notice required by these rules and regulations may be served by delivery of a copy of the notice to the person to be served, or his/her attorney, either in person or by mail, postage prepaid, to his/her last known address as it appears on the Association's records and upon mailing such notice, via certified mail, shall be deemed received by such person when it is deposited in the USPS mail.

SECTION 4. Management or officials of any CSRHA show or event shall have the authority to require a member to leave or withdraw from that event for misconduct, unprofessional conduct or disrespect to the event committee, officials or others. In the event that a member of CSRHA is asked by show management to leave or withdraw from that event for any reason of misconduct, the Board of Directors shall review the case and all the facts involved and render a decision pertaining to the same. This hearing of the BOD must be held within forty-five (45) days from the date the notice is received by the CSRHA office, provided further that the member involved is given at least thirty (30) days written notice of the time and place of the meeting in order to be heard as hereinbefore provided concerning the misconduct. The member shall be notified of the BOD's decision immediately thereafter.

SECTION 5. There is a \$25 charge for all returned checks. Furthermore, any unpaid bills by a member or non-member (entry fees, stall fees, shaving fees, advertising fees, sponsor commitment fees, etc.) past ninety (90) days may be subject to disciplinary procedures and loss or denial of membership in CSRHA.

ARTICLE XII – CONDUCT AND PROTESTS

Any complaint or protest must be in writing and filed with the Secretary at the CSRHA office. Upon receipt, all complaints or protests will be referred to the CSRHA Officers and Board of Directors for investigation and recommendation. If, in the Officers and BOD judgment, it is not sufficiently serious to warrant a full hearing, thereon, they will report the same with a recommendation for appropriate action. Any complaint or protest must be accompanied by a cashier's check, certified check, money order, or cash in the amount of \$100 and must be in writing and filed with CSRHA within ten (10) days of the incident. If the protest is disallowed, the protest fee will not be refunded. If the protest is allowed, the protest fee will be refunded.

Furthermore, the person filing the protest will be liable for the cost of such protest and all damages which may result there from, if the protest is not sustained. In the event the Officers and BOD does not uphold the complaint, the complainee will be responsible for any cost incurred.

ARTICLE XIII – CSRHA YOUTH ASSOCIATION

SECTION 1. There shall be a division of the CSRHA that shall operate within the scope of the bylaws, rules and regulations of the CSRHA and NRHA and shall herewith also be referred to as the Cowboy States Youth Reining Horse Association (CSYRHA).

SECTION 2. Objectives of the CSYRHA are:

- A) To develop sportsmanship, leadership, and other desirable traits.
- B) To promote pride in ownership of reining horses among youth members.
- C) To teach and learn safe horsemanship, both care and handling of horses.
- D) To improve and develop the ability of youth members through group participation.
- E) To be of service to CSRHA.

SECTION 3. Membership. Members of the CSYRHA shall consist of and be limited to those members of CSRHA who are not yet nineteen (19) years old by January 1st of current year. Initial membership to the CSYRHA shall be accompanied by a birth certificate or NRHA youth card to establish birth date for eligibility to accumulate show points in the correct age division. All CSYRHA members shall abide by the rules of the CSRHA.