

# **New Jersey Quarter Horse Association**

## **Bylaws**

Revised December 2020

### **ARTICLE 1: Name, Objective and Location**

**Section 1.** The name of this organization shall be the New Jersey Quarter Horse Association, Inc. its objective shall be to educate, promote in all ways the interests of the New Jersey Quarter Horse owners, to promote, protect and maintain the integrity of the American Quarter Horse breed, to increase the number of New Jersey breeders and owners of the Quarter Horses registered by the American Quarter Horse association and to advance New Jersey to a position of a leading Quarter Horse state. All the proceedings of this Association shall be in harmony with the policies and activities of the American Quarter horse Association.

**Section 2.** The place of business of the New Jersey Quarter Horse Association shall be at the office of the current Secretary where copies of the Secretary and Treasurer's records, as well as copies of all pertinent organization's data from previous years shall be kept.

### **ARTICLE 2. Membership, Application and Dues**

**Section 1.** Membership shall be open to any person, a resident of any state, interested in promoting Quarter Horses registered by the AQHA. Any person having joined this Association shall become subject to the rules and bylaws in for or later adopted by the Association.

**Section 2.** Membership shall be annual and obtained for senior members (over 18) at \$35.00 per year. A person shall have but one vote. Membership dues can be raised by a simple majority board vote at the November meeting before the coming year. Dues, eligibility and application for the New Jersey Quarter Horse Youth Association shall be governed by the Constitution and Bylaws of the New Jersey Quarter Horse Youth Association

**Section 3.** Membership shall commence as of January 1<sup>st</sup> (for applications received on or before January 1<sup>st</sup>) and be effective through December 31<sup>st</sup>. After January 1<sup>st</sup>, membership will commence as of the date received prior to September 30<sup>th</sup>, it be applied to the current year's membership. Membership received after September 30<sup>th</sup> shall be considered the next year's membership.

**Section 4.** A member can be reprimanded, suspended or expelled by the Board of Directors for action detrimental to the Association ie :) knowingly and willfully violating the rules and regulations of NJQHA or AQHA, unsportsmanshiplike conduct, harassment and/or bullying.

**Section 5.** When any person, farm, family, partnership or corporation as members of this association, shall be accused of any actions or practices constituting grounds for discipline, they are entitled to a full, fair and impartial hearing before the Officers and the Board of Directors. The accuser is required to offer evidence in support of the charges and specifications to the Board. If the charges prove to be creditable the Board will give full opportunity to the accused to refute such evidence. Default by either the accused or accuser shall result in the Board of Directors taking proper action.

Upon being adjudged guilty of the practice as charged and by affirmative vote of the majority of the directors the accused will be subject to the following disciplines, as determined by the Board.

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: 1 year suspension

3<sup>rd</sup> Offense: Expulsion

**Section 6.** Any member expelled by AQHA is automatically expelled from this Association and shall forfeit all rights to any property of the Association.

**Section 7.** Any expelled member may be reinstated upon receiving the majority approval of the Board of Directors.

**Section 8.** Any resigning or expelled member forfeits all rights to any proper of the Association.

**Section 9.** Any member who fails to make good any indebtedness written to NJQHA shall have all membership privileges suspended from the date the check was submitted as payment to NJQHA. All members included under that membership shall remain suspended until such payment is made good and is cleared by the current treasurer of NJQHA. This shall include all members (youth and adult) whose bills are paid by another party, as well as those who pay their own bills.

### **Article III Government**

**Section 1.** The general management of the affairs of the Association shall be vested in the Board of Directors, which shall be composed of the Officers and Directors. The number necessary to constitute a quorum at meetings of the Board of Directors shall be 1/3 or more of the duly elected Officers and Directors, and a simple majority of this quorum shall be governing.

**Section 2.** The Officers of the Association shall consist of a President, Vice President, a Secretary, a Corresponding Secretary and Treasurer.

**Section 3.** a) There shall not be less than seven (7) nor more than ten (10) directors. b.) The unexcused absence from two (2) successive Board of Directors meetings shall be cause for a sealed vote to be taken by the remaining Officers and Directors to determine expulsion with simple majority governing. c.) Every director must serve actively on a Committee; to not serve

shall be cause for removal from the board. d.) All Officers and Directors must submit their committee reports before the meeting if they are going to be absent.

**Section 4.** Compensation: Officers and Members of the Board shall not receive any salary for their services.

## **Article IV Election of Officers**

**Section 1.** Only members in good standing having a minimum of 1 year tenure in the Association prior to nomination shall be eligible for election as an Office of Board of Director. A member in good standing, only for the purposes of nomination and election to office shall be construed to mean that dues must be paid before April 1 of each year and that said member has not been suspended or disciplined during the past two years immediately preceding the election.

**Section 2.** Candidates for election to office for the succeeding year or years must be nominated after October 1<sup>st</sup> or ten (10) days prior to the Nomination meeting. The candidates will be reviewed and approved by the Nominations and Credentials Committee before the Nominations meeting in November. To be eligible for the Office of President, said person must have previously served for one (1) full term as an officer or elected director.

**Section 3.** At the November Nomination meeting, the Chairman of the Nominations and Credential Committee will present the Committee's reviewed and approved slate of nominations for officers and directors. The slate will then be posted on the NJQHA website for the Election meeting in December.

**Section 4.** The Officers and Directors of the Association shall be elected by ballot, which have been numbered and carry the Association seal mailed to the Association or presented at the December meeting. One official ballot shall be supplied to each member eligible to vote. Each ballot will be numbered to the number of eligible voters. The candidates receiving the majority of votes cast shall be elected to the office for which he/she was nominated. One official ballot shall be supplied to each member eligible to vote. Farm, family, partnership or corporation memberships shall have but one (1) vote. In the event the slate of nominations for officers and directors reviewed and approved by the nomination and Credentials commits is unopposed, ballots shall not be supplied to each member eligible to vote, but rather the Secretary shall, at the November Nomination meeting cast one vote for the slate of unopposed nominees and that vote shall represent all eligible member votes.

**Section 5.** Two Inspectors of Election shall be appointed by the President at the Election meeting in December.

**Section 6.** The President, Vice President, Secretary, Corresponding Secretary and Treasurer shall both hold office for a two (2) year term or until their successors are elected. An officer may succeed herself/himself.

**Section 7.** Any Officer or Director may withdraw from the Association by presenting to the Secretary a written statement of resignation.

**Section 8.** If a vacancy occurs among the Officers or Directors, such vacancy shall be filled for the remainder of the unexpired term by appointment of a member selected, by sealed vote, by the remaining Officer and Directors provided the member qualifies under Section 1 of the Article.

**Section 9.** Directors shall be elected each year for a two (2) year term, except in the case where a Director is replaced pursuant to resignation, when the term shall be the unexpired term of such director. Each retiring President shall automatically serve a lifetime term as Director at large with a vote provided that said Past-President attends at least two (2) Directors meeting per calendar year.

**Section 10.** The Nominating and Credential Committee may recommend each year, individuals as honorary Directors at Large. The nominees are to be individuals who have made exceptional and outstanding contributions to the Association. Nominees must be approved for appointment by a majority vote of a quorum of the Officers and Board of Directors and will have the same privileges and rights as all other Directors at Large.

## **Article V Duties of Officer and Directors**

**Section 1.** The President shall preside at all meetings of the Association and Board of Directors and shall appoint such committees as he/she or the Board of Directors shall consider expedient or necessary.

**Section 2.** In the absence of the President, the Vice President shall perform his/her duties and in the absence of both President and Vice President, the Secretary or Treasurer shall preside and assume the duties of the President. Vice Presidential duties shall also be ex officio of every committee. He/she shall also serve on a minimum of 2 committees as a participating member of said committees.

**Section 3.** The Secretary shall keep the minutes of all meetings of the Association, the Board of Directors meetings and shall, if requested read such minutes at the beginning of each meeting for approval and perform duties as may be required by him/her by the Bylaws, The President or the Board of Directors. The Secretary shall make a comprehensive agenda detailing committee expectations and distribute to each board member. All meeting minutes are required to be sent to Officers and Board Members no later than 10 days after the last meeting.

**Section 4.** The Treasurer shall have charge of all receipts and monies of the Association deposit the same in the name of the Association and shall disburse said funds as ordered or authorized by the Board of Directors. He/she shall keep regular accounts of the receipts and disbursements submit said record when requested and give an itemized statement of the same at all regular

meetings of the Association. He/she shall sign checks and withdrawal slips on behalf of the Association upon any and all of its bank accounts and the same shall be honored on his/her signature alone or that of the President. It shall be the duty of the Treasurer, at the beginning of each fiscal year, to submit to the President and Board of Directors a proposed budget for the coming year. Their Fiscal year shall coincide with the membership year, January 1<sup>st</sup> to December 31<sup>st</sup>. It will also be the duty of the Treasurer to insure that all appropriate tax filings are completed and submitted when due. There shall be an internal audit done at the beginning of every fiscal year done the previous year.

**Section 5.** Corresponding Secretary shall be responsible for all correspondence requested by the board.

## **Article VI Committees and Appointments**

**Section 1.** Nominations and Credentials Committee: The President shall appoint a Nomination and Credentials Committee at the September Board meeting or no later than September 30, whose duty it shall be to oversee the nomination of candidates. This would entail reviewing the credentials of members who have been nominated at least ten (10) days prior but not before October 1<sup>st</sup>, for the November Nomination Meeting. Names and phone numbers of the nomination committee shall be listed on the website prior to October 1<sup>st</sup>. The Committee must post the appropriate positions available for election on the website by October 1<sup>st</sup>.

**Section 2.** Membership Committee: It shall be the duty of the membership Committee to supply each member in good standing of the NJQHA, a hard copy of both the current Bylaws of the Association and hard copy of the rules pertaining to the NJ Bred Awards upon request. By laws and rules pertaining to the NJ Bred Awards are to be posted on the website. The Committee must send out membership applications by December 1 for the following year. The Committee is also responsible for sending new members a new membership packet including a welcome letter.

**Section 3.** Other Committees: the President may at any time appoint other committees on any assignment is completed, unless sooner relieved by the President or until the succeeding President takes office, whichever is sooner.

**Section 4.** Affiliations: NJQHA will recognize the affiliation of the NJQHYA provided that they shall operate within the scope of the bylaws, rules and the regulations of the NJQHA. Their activities will be in harmony with the ideals of the NJQHA. The president shall appoint a Youth Activity Committee and a Youth Activity Advisor with the advice and consent of said Committee and the Board of Directors each year at the reorganizational meeting (January) and voted on by the board of directors said youth advisor shall serve on the board with a vote and adhere to Article V, Section 5.

**Section 5.** All Bylaw rules and regulation changes to the NJQHYA are to be presented to the NJQHA Board of Directors for review and approval before being voted on by the youth association.

## **Article VII Meetings**

**Section 1.** All NJQHA meetings will be run and organized in accordance with Robert's Rules of Meeting Protocol and Parliamentary Procedure.

**Section 2.** Nomination Meeting: There shall be an annual meeting of the Association in November for nominations of Officers and Directors at which time the Nomination and Credentials Committee will present the final approved slate of nominated Officers and Directors nominated after October 1, but no later than ten (10) days before the nomination meeting.

**Section 3.** Special Meetings: Special meetings of the Association may be called at any time and place by the President or any four (4) members of the Board of Directors and Officers provided all Officers and Directors are properly notified within five (5) days for a directors meeting or ten (10) days for a general membership meeting.

**Section 4.** Quorum: See Article III Section 1.

**Section 5.** Order of Business: The order of business shall be as follows at all meetings of the Association and meetings of the board of Directors a.) Reading of the minute's b.) Treasurer's report c.) Reports of Officers d.) Reports of Committees e.) Unfinished business f.) New Business.

**Section 6.** Minimum of 4 Board of Directors meetings per calendar year, 1 of which will be a general membership meeting.

## **Article VIII Amendments**

**Section 1.** These bylaws may be amended at a regular or special meeting of the Association by a majority of votes cast by the members in good standing, at the time the vote was taken, provided notice of the purpose of the proposed amendments has been stated at the call for the meeting. Recommendations must be submitted and posted 10 days prior to said meeting.

## **Article IX Not for Profit**

**Section 1.** The Association shall be operated at all times on a not for profit basis for the mutual benefit of its members.

## **Article X Dissolution**

**Section 1.** In the event of the dissolution, the Board, after paying or making provisions for the payment of all liabilities of the Association, shall dispose of all assets of the Association exclusively for the purposes of the Association in such manner or to such organizations organized and operated exclusively for the educational or scientific purposes as shall, at the time qualify as an exempt organization or organizations under Section 501C (3) of the Internal Revenue Code of 1954. Any assets not so disposed or shall be disposed by the Superior Court of New Jersey, Law Division, of the county in which the principal office of the association is then located, exclusively for such purposes to such organization or organizations as said court shall determine which are organized and operated exclusively for educational or scientific purposes.

### **Article XI Liability**

**Section 1.** New Jersey Quarter Horse Association, being a Not for Profit organization and its Officers and Directors shall not be held responsible for loss due to accident, theft or otherwise sustained by any member, visitor or guest.

