
**Northeast
Paso Fino Horse
ASSOCIATION, INCORPORATED**



By-Laws

– Effective 12/1/98 –

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**ARTICLE I
NAME**

Section 1

The organization shall be known as the Northeast Paso Fino Horse Association, Inc., (NEPFHA) as provided in the Certification of Incorporation duly issued by the Secretary of State of New York.

Section 2

The association is a New York non-profit corporation, and its offices shall be located at: c/o Charlotte Crill, 2669 Shamrock Road, Skaneateles, NY 13152, (315) 685-5067.

Section 3

Copies of all historical, financial and legal records of the corporation, as well as its minutes, resolutions and membership rolls shall be maintained at the official corporate office.

Section 4

Upon the vacation of office by any officer, all records and files of the corporation in his possession shall be immediately forwarded to the corporate office. The officer shall be responsible for costs, including attorney's fees, which are reasonably necessary to secure the records of the corporation from that officer. Records of the corporation are any document, recording, photograph or other item acquired by the officer as a result of his being an officer of the corporation.

**ARTICLE II
OBJECTS AND PURPOSES**

Section 1

The objects and purposes of the organization shall be to improve the Paso Fino horse and to engage

in such other related activities as may enhance such objects and purposes.

Section 2

To conduct its operation in such a manner so as to be within the purview of the objects and purposes of the Paso Fino Horse Association, Inc. (PFHA).

Section 3

To promote all types of horse activities in which Paso Fino horses can participate and to provide a forum through which the breed may be promoted in the membership states.

ARTICLE III
MEMBERSHIP

Section 1

The association shall be comprised of the following membership states: New York, Rhode Island, Massachusetts, Connecticut, New Hampshire, Maine and Vermont, as well as Quebec, Canada.

Section 2

Any person living within or without the member states and who is interested in the objects and purposes of said organization shall be eligible for membership application.

Section 3

All membership applications, together with the appropriate membership fee, shall be submitted in writing to the membership committee of the organization.

Section 4

A free membership for one year shall be afforded to any person purchasing a Paso Fino horse from a current NEPFHA member.

TYPE OF MEMBERSHIP

Section 1

Full Voting Membership: Any person living within or without the member states and who is interested in the objects and purposes of said organization and who is not a voting member of another regional association under the PFHA, shall be eligible for Full Voting Membership.

a. Family Membership: A Family Membership includes a husband and wife and all children under the age of 18 years who reside in the same household. The husband and wife shall each be entitled to one vote. No person may vote on any matter at any meeting unless he has been a member for ninety (90) days.

b. Individual Membership: Individual Membership consists of one person; such member shall be entitled to one vote.

c. Individual Junior Member: An individual under the age of 18 as of October 1; such Junior Membership shall not be entitled to vote.

Section 2

Affiliated Non-Voting Membership: Any person living with or without the member states and who is interested in the objects and purposes of said organization or any such interested person who is a voting member of another regional organization under the PFHA.

ARTICLE IV
DUES

Section 1

Family Membership dues shall be \$40.00. Individual Membership dues shall be \$20.00. There shall be no reduced fee for an Affiliated Non-Voting Membership. Dues shall be set annually by the Board of Directors for following years and the membership shall be notified by the Secretary.

Section 2

Dues in the amounts set forth in Section 1 of this Article shall be payable annually to coincide with the PFHA dues collection. Any dues and membership applications received and accepted at any time during a fiscal year shall be applicable to that specific fiscal year. For example: any application and dues received and accepted in September of 1977 shall procure membership for the applicant for the fiscal year 1977, and his dues for the fiscal year 1978 shall be due and payable on October 1, 1977. The fiscal year shall run from October 1 to September 30.

Section 3

Any person failing to pay the annual dues or other expenses, if any, are imposed by the organization, and who continues to default in such payment for a period of sixty (60) days after due notice thereof, shall cease to be a member of the organization unless the time for such payment is extended. Any such extension, however, shall not exceed thirty (30) days.

ARTICLE V **OFFICERS**

Section 1

The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, Show Chairperson, and the three (3) members of the Board of Directors. All such officers shall be elected at the designated annual meeting of each year and shall be installed and take office on October 1 for the ensuing year, and take office upon election or appointment for the ensuing two year term, and shall hold office until replaced.

Section 2

No person shall be elected an officer of the organization unless he or she has been an active member in good standing for at least two (2) years prior to the date of such election.

Section 3

No member shall hold more than one elected office.

Section 4

The delegate to the PFHA Show Rules Committee and annual convention is an elected position.

ARTICLE VI **DUTIES OF OFFICERS**

Section 1

The President shall be the executive officer of the organization and shall preside over all meetings thereof and of the Board of Directors; he shall have the right to appoint all committees for the organization except Show Committee and serve as an ex-officio member thereof, except for the

Nominating Committee.

Section 2

The Vice President shall, during the absence or incapacity of the President, perform the duties and functions of the President.

Section 3

The Secretary shall record and maintain the minutes of all proceedings and accurate records of the membership; also conduct all correspondence for the organization and perform such other secretarial functions as may be required by the President or Board of Directors.

Section 4

The Treasurer shall be the financial officer of the organization and custodian of the funds thereof; shall notify and collect from the members all dues and assessments and deposit the same in the name of the organization in the designated banking institutions; maintain an accurate account of all finances and financial transactions and make all authorized disbursements and submit at the annual meeting a full and complete report of all receipts and disbursements and the financial status of the organization and also make such interim financial reports during the year as requested by the President or the Board of Directors. No funds shall be withdrawn from the organization depository except by check and only when signed by both the President and the Treasurer. All funds of the association shall be deposited in an institution approved by the Board of Directors and located in the State of New York.

Section 5

The Show Chairperson's duties are as follows: to secure proposed show dates from the PFHA, prepare judges contracts and forward the same, executed by the President, to the PFHA, see to it that all the association shows are approved by the PFHA, keep accurate records of points accrued by the horses belonging to members of the association for the association High Point Awards, to review and inspect all pre-registration and post-registration at the association horse shows and to enforce and apply all show rules of the PFHA applicable to the horse shows sponsored by the association, including but not limited to the

following: inspect registration papers, necessary health documents, health certificates, Coggins tests, PFHA membership cards, etc. Finally, the Show Chairperson shall be Chairman of the Show Committee and preside over all meetings of the said committee.

ARTICLE VII **BOARD OF DIRECTORS**

Section 1

All members of the Board of Directors shall be elected. Said Board shall be comprised of the association President, Vice President, Secretary, Treasurer, Show Chairperson and three members elected by the membership at the annual meeting for a three (3) year term staggered to expire yearly. The Chairman shall not be the President of the association.

Section 2

The Board of Directors shall be the administrative and policy-making body of the association and shall have general supervision over affairs thereof, none of its actions, however, shall conflict with any actions made by the association as a whole.

Section 3

The Board shall hold at least three meetings per year at such times and places designated by the Chairman thereof, which may include the following:

- a. A meeting in March to include a discussion of awards to be presented to NEPFHA horse show winners.
- b. A meeting in April or May, in conjunction with the spring clinic.
- c. A meeting in July, at the NEPFHA horse show, to address the election of officers.
- d. A meeting in October for the purpose of planning the subsequent year's NEPFHA horse show, clinics and programs.

The Chairman must call a meeting when requested by three members of the Board at such time and

place as the majority of the Board shall designate, or the corporate office if a majority fails to so designate.

Section 4

The presence in person of a majority of Board members shall be requisite for the transaction of business at any meeting thereof and a majority vote of such members shall be necessary for a decision.

Section 5

The Board shall have the right to declare a vacancy in its membership when any member without just cause shown, fails to attend two consecutive Board meetings.

Section 6

The Board shall have the right to fill by appointment a vacancy on the Board. A member appointed by the Board as aforesaid shall complete the unexpired term thereof.

Section 7

The Board may censure, remove or expel from the association any member charged with acts or conduct detrimental to the association provided such charges are sustained after a good and proper hearing before said Board at which the accused has been afforded an opportunity to be fully heard on such charges.

Section 8

The Board shall have the right to impeach any of the officers of said association upon a 3/4 vote of the members of the Board.

ARTICLE VIII **MEETINGS**

Section 1

Regular periodic meetings shall be called at the discretion of the President. However, in addition thereto, there shall be the following annual meetings of the association.

- a. Annual spring meeting to be held in March or in conjunction with a clinic.
- b. Annual July meeting. The annual July meeting

shall be hereinafter referred to as the annual meeting of the association. This annual meeting shall be for electing of officers for the ensuing years. The new officers shall take office on October 1st.

c. Annual fall meeting. This meeting shall be held approximately the second weekend in October of each year. The purpose of this meeting shall include, but not be limited to, the annual awards banquet, and the planning of programs, clinics and show formats for the coming year.

d. An association meeting may be called upon thirty (30) days written notice to the members by the Secretary upon the request of 10% of the active membership or a majority of the Board of Directors.

Section 2

Due written notice of all meetings shall be given to the membership setting forth the date, time and place of such meetings. In the event, however, that an emergency meeting is required, an oral notice of such meeting shall be deemed due notice thereof.

Section 3

All meetings shall be held at a place designated by the majority of the entire Board of Directors or at the corporate office, if a majority is unable to agree.

VOTING

Section 1

All persons who are qualified voting members pursuant to Article III above shall be entitled to one vote. There shall be no voting by proxy.

ELECTIONS

Section 1

The President, prior to the July annual meeting, shall appoint a nominating committee consisting of three (3) members in good standing, none of whom are officers of the organization, and direct such committee to prepare and submit a slate of

officers for the ensuing year. The manner of voting for said officers shall be by ballot, unless the office is unopposed. Additional nominations for any office may be made from the floor prior to the voting on the submitted slate.

Section 2

The newly elected officers shall commence their duties as of October 1 of each year.

Section 3

The President shall have the power to call a meeting of the association at any time and must call a meeting when requested in writing to do so by five (5) members of the Board of Directors at such time and place as they may designate, or when the President is requested by ten (10%) percent of the membership of the association. Written notice of such meetings shall be given by the Secretary to each member at least three weeks prior to the meeting.

ARTICLE IX COMMITTEES

Section 1

There shall be the following standing committees:

- a. Horse Show Committee: This committee shall be comprised of the Board of Directors and the Show Chairperson and shall be solely responsible for all aspects and decisions concerning showing and exhibiting of horses through the organization. The Show Chairperson shall be chairman of said committee.
- b. Membership Committee: This committee shall be comprised of three (3) members. Its primary responsibility is to accept new applications for membership, to familiarize new members with the purposes and functions of the organization, and to solicit new members. Upon receipt of new membership applications, the Committee shall notify the current membership in writing or through the organizational newsletter of each such application. The applicant shall automatically become a member thirty (30) days after such notice provided the membership

committee receives less than two written objections to the acceptance of the application. The membership committee shall evaluate all such objections. The committee shall have no authority to reject an application. The association membership shall be notified no less than thirty (30) days prior to the meeting upon which the application is to be acted upon of the name, address and a concise stated reason for the acceptance of the application.

- c. Program and Publicity Committee: This committee shall be solely responsible for organizing the program and calendar events for the organization. It shall also be responsible for putting out the organization's periodic newsletter.
- d. Social and Refreshment Committee: This committee shall be responsible for making arrangements for the annual banquets and for any other social functions that the organization wishes to pursue.

Section 2

The President, upon taking office, shall appoint the members and chairman of the aforesaid committees except the Horse Show Committee and any additional committees that in his judgement may be requisite.

ARTICLE X **ORGANIZATION AND** **PROCEDURE**

Section 1

"Roberts Rules of Order" shall constitute the parliamentary authority for all matters of procedure not specifically provided for by the within by-laws.

Section 2

Amendments of the within by-laws may be adopted by a two-thirds (2/3) vote of the membership at any regular or special meeting of the organization at which there is at least a quorum present, provided proposed change of by-laws was voted upon by a majority of the members present at the previous meeting of the association, and the changes were incorporated in the notice of the

meeting and on the agenda for action

Section 3

The organization may be dissolved by resolution duly adopted upon a two-thirds (2/3) vote in favor thereof at a meeting called for such purpose and upon specific written notice of at least ten (10) days and at which meeting there is at least a quorum present. Upon such dissolution, all funds and property of any nature remaining after the distribution obligations shall be distributed in accordance with the provisions of the Not-for-Profit Corporation Law of the State of New York. A quorum shall be 10% of the membership provided the Secretary, or any officer, shall certify that the entire membership entitled to vote has been notified.