

## 2021 Washington State Horsemen Bylaws



### ARTICLE I - NAME

**Section 1.** The name of this organization shall be Washington State Horsemen.

### ARTICLE II – PURPOSES

**Section 1.** It shall be the purpose of the Washington State Horsemen, to join together in common bond the individuals throughout the State interested in equine as defined by the State Department of Agriculture, whether for business or pleasure (revised November 2007); and

- (a) To serve and promote the best interests of recognized Horse Shows, Western Games, Trails and Pleasure Riding, and Working Horse Events and of the owners and riders who participate in them (revised November 2010).
- (b) To make adequate and fair rules governing competitions and enforce them for the common benefit, guided by the regulations of the WSH Games Rules, WSH Horse Show Rules and the WSH Trails and Pleasure Rules (revised November 2020).
- (c) To license Judges, Stewards, Technical Delegates, and Timers.
- (d) To adjudicate questions of violation of the rules and to inflict penalties in accordance with the rules.
- (e) To maintain proper records in connection with the sport for the use of members.
- (f) To assign dates for recognized Horse Shows, Dressage Shows, Working Horse Events, and Western Games (revised November 2010).
- (g) To establish and maintain an office.
- (h) To promote and publicize the operation of the organization by the issuance of a statewide paper and electronic bulletin; and to publish rulebooks.
- (i) To promote the interest of horse, pony, and mule breeding.
- (j) To further the art of riding and to encourage horsemanship and the welfare of horses, ponies and mules (revised November 2005).
- (k) To educate, through research, meetings and/or articles in the statewide paper and electronic bulletin, pertaining to horses, ponies, and mules, on subjects known to be of general concern, including but not limited to health related, overall condition, or tax accounting and general record keeping for business purposes.
- (l) To better existing conditions in trails, roadways, and laws pertaining to horses and horsemen through legislation.
- (m) Washington State Horsemen Divisions and/or Zones may approve but shall not sponsor any activities in which horses and/or exhibitors participate for points toward year end standings. This does not prohibit the four major divisions from holding a state finals or championship show.

**Section 2. Mission Statement.** Washington State Horsemen is built on providing opportunities for equine enthusiasts of all ages to discover their passion, improve their equestrian skills, and be recognized for their achievements in an affordable and family-friendly environment while bringing our voices together to ensure the longevity of equine events and activities in the State of Washington (section added in November 2013).

### ARTICLE III – MEMBERSHIP

**Section 1. Eligibility.** Any person interested in horses, ponies, or mules, whether for business or pleasure purposes, or interested in bettering existing conditions of trails and roadways, and laws pertaining to horses and horsemen through legislation.

**Section 2. Membership Classifications.** There shall be five (5) classifications of memberships: (1) Individual and Family Memberships through WSH-Recognized Clubs, (2) Individual and Family Memberships with no club affiliation, (3) Honorary Life Memberships, with exemption from the payment of annual dues, but otherwise shall have all the rights and privileges of dues-paying members, (4) Business Membership, which will allow a listing in the State Publication and on the website with no voting privileges, and (5) Youth Membership (revised November 2019).

- (a) The Executive Board may, through written nomination from any member and endorsement by majority of the Board of Directors, elect a person to Honorary Life Membership for meritorious service and such person so elected shall have the rights and privileges of dues-paying members but shall be exempt from the payment of annual dues. [Honorary Life Membership shall be automatically granted to all WSH Presidents at the completion of their final elected term of service \(sentence revised November 2020\).](#) Such memberships are to become effective January 1 of the following year.

(b) Family membership is defined as any one or two adults acting as head(s) of household and children age 18 or younger or through 23 years of age and enrolled in a school of higher learning. This would also include any impaired adults with adult caregivers of the same family (revised November 2008).

**Section 3. Termination of Membership.** Any member automatically terminates his membership by not paying annual dues or by presenting his resignation in writing to the Secretary. The Board of Directors may, on recommendation from the Enforcement Committee (revised November 2007), request the resignation of any member or expel any member and refund the current year's dues, for ungentlemanly conduct or for good cause, including behavior detrimental to the welfare of this organization. The expulsion of a member by the Board of Directors shall be by majority vote of the Directors present. Outside legal representation is not authorized.

Any member who fails to exhaust all possible remedies to his complaints within the organization itself before filing legal action in a court of law will have all rights and privileges of membership immediately suspended and reinstatement or expulsion will be determined by the Board of Directors as set forth in Article III, Section 3 of these Bylaws (revised November 2005).

**Section 4. Legal Responsibilities.** No member, officer, chairperson, or director may dispatch or resolve of their own volition any matter that may have legal ramifications against WSH. Any matter that may result in a court action, suit, or any type of legal action that might be brought against WSH must be referred to the Board of Directors for action.

**Section 5. Holding Office.** Only a Washington State Horsemen member, in good standing, may hold any position as an officer, director, committee chairperson, or serve on any committee.

**Section 6. Youth Member Eligibility.** A member must be 18 years of age prior to December 31 of the previous year to be eligible for election to a WSH general board office (revised November 2019).

#### **ARTICLE IV – DUES**

**Section 1.** The dues for the fiscal year, or any part thereof, shall be established at the Annual Convention and published in the *Canter* and the Standing Rules.

**Section 2.** Each individual member shall receive one copy of the official publication upon request (revised November 2007), but only one copy shall go to a family membership.

#### **ARTICLE V – OFFICERS AND DUTIES**

##### **Section 1. Officers**

- (a) The officers of this organization shall be the President; Vice-President; Secretary; Treasurer; the immediate Past President; and ten (10) Zone Directors; one from each Zone (revised November 2016).
- (b) It is agreed that Washington State Horsemen shall indemnify and hold harmless its officers, Executive Board members, Directors, and Committee Chairpersons in the performance of their duties unless negligence is involved.

##### **Section 2. Term of Office**

- (a) The President shall be elected at the Annual Convention for a term of two years and the Vice President shall be elected for a term of one year both beginning January 1 or until their successors are elected and qualified, and the President shall not be elected for more than two successive two-year terms. The immediate Past President shall hold office until there is a successor. Beginning in 2014, both the Secretary and the Treasurer shall be appointed by the Board of Directors at the January meeting for a term of two years (revised in November 2020).
- (b) A nominee must be present at the Annual Convention to be nominated from the floor (added November 2007).
- (c) The Zone Director from each zone shall be elected by members of their own zones along with other zone officers prior to October 15 of each year. The name of each Zone Director shall be brought forth at the Annual WSH Convention by that zone's president or representative for WSH general membership to "Ratify" the election of each elected Zone Director. No new names may be introduced from the floor. Upon ratification, the Zone Director shall be recognized by other members of the WSH Board of Directors as duly elected members of said board and awarded all honors, liabilities and responsibilities as other members duly elected to their position by the general assembly. There shall be no term limits on Zone Directors and a Zone Director may hold more than one office within their zone (i.e. Director/President, Director/Treasurer, etc.) and may hold more than one position on the Board such as "Zone Director/Committee Chair" (paragraph changed November 2018).

**Section 3. President.** The duties of the President shall be:

- (a) To preside at all meetings of the Members, the Board of Directors, and the Executive Board.
- (b) To appoint, with the approval of the Board of Directors, the Chair of the Enforcement and Youth Merit Committees, as well as an East Side Zone Coordinating Chair and a West Side Zone Coordinating Chair (revised November 2011).
- (c) To appoint, with the approval of the Board of Directors, such committees as are herein provided to be appointed and any other Committees that may be necessary, and to be an ex-officio member of all Committees, excepting the Nominating Committee and the Finance Committee.
- (d) To appoint, with the approval of the Executive Board, committees to make rules and regulations as are necessary for the proper conduct of the annual Convention.
- (e) To sign as President, together with the Secretary, all contracts and other instruments in writing, including evidences of indebtedness, which have been approved by the Board of Directors.
- (f) To call such meetings as were herein provided to be called.
- (g) To see that the bylaws and such rules and regulations as may be adopted by the Board of Directors are properly enforced.
- (h) To supervise generally the affairs of the organization.
- (i) To report to the Members in Convention assembled the activities and general progress of the organization, and
- (j) The newly elected President shall have his/her committee chairperson appointments completed by the first Board meeting if possible and no later than the end of January after taking office. The President should be ready to present his committee chairperson appointments to the Executive Board at the first Board meeting.

**Section 4. Vice-President.** The duties of the Vice-President shall be:

- (a) To perform the duties of the President in their absence or in their inability to serve. Should the President resign from their position or be unable to continue serving, the Vice President will assume the position of the President, acting as Interim President, until the next Annual Convention where a President will be elected by the membership. If the outgoing President has completed less than a year of their term, the elected President will serve for one year (revised November 2019).
- (b) To ensure that a token of appreciation is procured prior to the Annual Convention and available to be presented to the outgoing WSH President. Token of appreciation may not exceed \$150.00 and is reimbursable to the Vice President or company that the gift was ordered from upon submitting a receipt to the Treasurer prior to December 31 of current year. (Paragraph added November 2014).

**Section 5. Secretary.** The duties of the Secretary shall be (revised November 2013):

- (a) To conduct the correspondence of this organization and keep proper records.
- (b) To send notices of all meetings herein provided to be called.
- (c) To keep the minutes of the meetings of the members, the Board of Directors, and of the Executive Board.
- (d) To sign, together with the President, all contracts and other instruments in writing, including evidence of indebtedness, which have been approved by the Board of Directors.
- (e) To carry out such other duties as may be prescribed by the Board of Directors, and
- (f) To report to members assembled.

**Section 6. Treasurer.** The duties of the Treasurer shall be:

- (a) To have overall custody of all funds and securities of this organization. When deemed more efficient and practical the Board may authorize individual committees/divisions to manage their own operating funds and provide routine accounting reports to the Treasurer.
- (b) To keep full and accurate accounts of all receipts and disbursements in appropriate account books. Committees/divisions shall provide accurate accounting of all receipts and disbursements to the Treasurer as specified by the Treasurer. No committee/division shall liquidate or otherwise dispose of their funds, other than during the normal course of business, without the Board's approval.
- (c) To deposit all moneys and other valuable effects in the name and to the credit of this organization in such depositories as may be designated from time to time by the Board of Directors, which shall be withdrawn upon the signatures of the President or the Treasurer if under \$500.00; the signatures of the President and the Treasurer if over \$500.00 (revised November 2010).
- (d) To carry out such other duties as may be prescribed by the Board of Directors,
- (e) To report the financial status to the Board of Directors when requested, and to the members in convention assembled, and

(f) The duties of the Treasurer may be combined with that of the Secretary.

(g) The Treasurer of WSH shall have the right / ability to receive electronic approval (e-mail, text) in written form from President / Vice President of this organization for payout of any funds from this treasury that exceeds \$500.00. Authority must be received prior to any payout of funds more than this amount (paragraph added November 2015).

**Section 7. Zone Directors.** The duties of the Zone Directors shall be to promote the welfare of this organization. A Zone Director shall be available to all Zone and/or Club Officers or any member within his Zone for advice or assistance when called upon and should submit a quarterly report to the Board of Directors when requested to do so. Additionally, The Zone Director shall:

- (a) Be an Organizer – able to assist new / existing clubs within their Zone, to explain and maintain WSH Bylaws as they relate to the Zone / clubs within that Zone and its functions, as well as assist in constructing Standing Rules for their Zone and assist clubs with the same.
- (b) Be a Recruiter – assist in bringing new members to WSH and direct them to the appropriate Zones and clubs within their Zone to participate in their preferred horse activity.
- (c) Be, as a WSH Board of Directors Member, in attendance at all general Board meetings and the Annual Convention as a representative of their Zone and make their reports at such time.
- (d) Make themselves available to any officer / Zone within the organization of WSH requesting assistance, with approval of the current WSH President, in the case of “conflict of interest”, etc. of a designated Zone Director (subsections a-d added November 2017).

## **ARTICLE VI - BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of all the members of the Executive Board, the President from each Zone, and Committee Chairpersons as printed in the *Canter* or on the website (revised November 2016).

**Section 2. Duties.** The Board of Directors shall have the general direction and control of the affairs of this organization; shall bond the President, the Treasurer and any person handling finances for any State Division; shall have the power to employ and fix the salary of the Secretary; and shall report to the members in convention assembled (revised November 2008). Each Board Member shall serve on at least one committee (revised November 2005). The President shall be responsible for assigning each Board Member to one or more committees and shall insure a list of those assignments is widely disseminated to the membership through the website, *Canter*, and any other appropriate publications (revised November 2006).

**Section 3. Quorum.** A majority of the Board of Directors present shall constitute a quorum for the transaction of business or no less than 10 members (revised November 2011).

**Section 4. Meeting Absences.** Members of the Board shall be responsible for contacting the President prior to any regular or special meeting if unable to attend (added November 2012). Any Director from a Zone or Division who is unable to attend a meeting may be represented by an alternate from the same Zone or Division, who shall be authorized in writing by the Zone or Division.

**Section 5. Vacancies.** Vacancies in any elective office shall be filled by the Board of Directors.

**Section 6. Voting.** Each Director shall have one vote and there shall be no voting by proxy, other than the alternate as provided for in Section 4 above. A member may hold more than one seat on the Board however will receive only one vote representing all of their positions as a whole (revised November 2006).

## **ARTICLE VII - EXECUTIVE BOARD**

**Section 1. Members.** The Executive Board shall consist of the President, Vice-President, immediate Past President, the Zone Directors, the Directors from the four major Divisions (Horse Show, Trails and Pleasure, Western Games, and Working Horse), Zone Coordinating Chairpersons (revised November 2010). [Also on the Executive Board in non-voting capacities are the Bylaws Chair, Enforcement Chair, and Finance Chair \(revised November 2020\).](#)

**Section 2. Duties.** The Executive Board shall meet at the call of the President, as he/she deems necessary, and shall act in an advisory capacity to the President. The Executive Board shall have the authority to make decisions of policy in the best interest of the organization and its members. All decisions made by the Executive Board shall be legal and binding unless and until rescinded by majority of the Board of Directors.

- (a) Nominations to Honorary Life Membership for meritorious service shall be presented to the Executive Board for screening and election under Article III, Section 2a.

**Section 3. Quorum.** A majority of the Executive Board members present shall constitute a quorum for the transaction of business (added November 2007).

## **ARTICLE VIII - CLUBS, ZONES AND DIVISIONS**

**Section 1. WSH-Recognized Clubs.** Any organized group of not less than five (5) WSH memberships (individuals, family or combination thereof) and qualifying under Article III, Section 2. A two-year grace period will be authorized for a club dropping below the five-member minimum to be a recognized WSH club. Said application must be submitted in writing to the WSH secretary and must include:

- (1) Names and addresses of all members.
- (2) Copy of club bylaws.
- (3) List of officers' names and addresses.
- (4) Current dues.

Approval will be by majority vote of the Board of Directors present (revised November 2019).

**Section 2. Zones.** The State shall be divided into geographical areas called Zones, the boundaries of which shall be designated by the Board of Directors. Zones shall select a Zone Director and submit the name of Zone Director to the WSH Nominating Committee Chair on or before September 15. No further nominations will be taken from the floor at Convention for Zone Director positions. Zone Director appointments will be ratified by the membership at the Annual Meeting at Convention. If such Director is unable to attend meetings of the Board of Directors, the Zone shall send a duly qualified alternate. The Zone shall furnish to the Secretary the name and address of its Director, the names and addresses of its officers and Clubs and a copy of its rules (Section revised November 2016).

(a) Any request to divide a Zone must come through the existing Zone to the Board of Directors. If approved by the existing Zone, the Board of Directors will take action. If disapproved by the existing Zone, the Board of Directors shall withhold action until its next meeting, at which time representatives of the existing Zone and the proposed Zone shall state their case.

(b) Zones may establish the following standing committees: Youth Merit, Horse Show, English, Western, Working Horse, Trails and Pleasure, Western Games, Legislative and Public Relations, and a representative from these committees shall be members of the like State Committee or Division (revised November 2010).

(c) Membership in Zones shall be established by membership in Washington State Horsemen and members shall be affiliated with only one Zone. See Standing Rules.

(d) Zones cannot charge membership dues to Clubs or Individuals, vote clubs or Individuals in or out of a Zone, except as specified in (a) above and the Standing Rules, establish rules, or regulations that supersede or override the Washington State Horsemen Bylaws or members' rights guaranteed thereby, or deny equal rights to any classification of memberships.

(e) The nine (9) Zones include Canal, Cascade, North Central, Northeast, Northwest Border, Olympic, Prairie, Puget Sound, and Zone One (revised November 2020).

**Section 3. Divisions.** Major Divisions shall be Horse Show, Trails and Pleasure (including Competitive Trail), Western Games, and Working Horse (revised November 2010 / sub-sections re-numbered in 2016).

(a) The members of the Horse Show, Western Games, Trails and Pleasure Riders, and Working Horse Divisions shall consist of those members interested in these respective divisions, which Divisions shall be represented between Conventions by a committee consisting of one representative from each Zone, whose duties shall be to propose rules and regulations pertaining to the respective divisions (revised November 2010).

(b) All Major Divisions shall hold elections each year (if necessary) at Convention to determine their Division Director. This Director shall be elected to serve for a period to be determined by each Major Division membership. Each division shall present the results of this election or continuation of term of current Director to the general membership as part of their annual division report at the General Meeting of each Convention. If for any reason the duly elected Director of any Major Division is unable to fulfill the duties of this elected office, the Board of Directors shall have the authority to appoint (on the recommendation of the President) an interim Director to serve out the remaining period of that term or until the next regularly convened Convention, at which time the membership of that Major Division shall elect a Director of their choosing (section added in November 2013).

(c) If a Major Division Director is unable to attend meetings of the Board of Directors, the division shall send a duly qualified alternate. All Divisions shall furnish to the Secretary the names and addresses of their Directors and officers (revised November 2016).

- (d) All major divisions shall present their proposed rules and regulations to the members in Convention divisional meetings for adoption or rejection. All rules and regulations adopted by a major division at Convention cannot be changed, modified, or amended at the General Meeting (revised November 2016).
- (e) Minor Divisions shall include All Other Breeds, Appaloosa, Arabian, Buckskin, Draft, Dressage, Driving, English, Hunter/Jumper, Miniature Horse, Morgan, Mustang, Paint, Palomino, Paso, Pinto, Pony/POA, Quarter Horse, Reining, Saddlebred, Tennessee Walker, Welsh, Western, and Equitation Divisions and shall consist of those members interested in these breeds and disciplines whose duties shall be to propose rules and regulations to the Horse Show Division (revised November 2016).

Any Club, Zone, Division, or Committee desiring to propose rule changes between Conventions must submit such rule changes to the Board of Directors for adoption or rejection, and if changes are adopted they shall be binding on the membership until the next Convention, at which time such rule changes shall be presented to the delegates in Convention assembled for approval or rejection.

## **ARTICLE IX – COMMITTEES**

**Section 1. Standing Committees.** The President shall appoint a Chair for the Bylaws, Enforcement, Finance, Historical, Legislative, Marketing, Membership/Public Relations, Nominating, Publications, Youth Merit, and Zone Coordinating Committees (revised November 2013).

**Section 2. Bylaws Committee.** The President shall appoint the Chair. The committee may consist of as many members as the Chair deems necessary. The purpose of the committee is to review existing bylaws, make appropriate recommendations for revisions, and ensure compliance. Additionally, the committee chair shall:

- A. Receive proposed bylaw changes from the membership. With the committee members, review said proposals to determine if it conflicts with other areas of the bylaws and to ensure the proposed change would not be detrimental to the association. Committee Chair will then publish proposed bylaw changes in the Canter prior to Convention.
- B. Moderate a Bylaws Committee Meeting at Convention open to all members to review received proposals.
- C. Print/Post recommendations at the bylaws meeting for the members to review prior to the Annual Meeting at Convention.
- D. Bring forward the recommendations made at the Bylaws meeting to the members assembled at the Annual Meeting at Convention for approval/rejection.
- E. Ensure that all corrections have been made in the bylaws and then direct their publication.
- F. Attend all Board Meetings to answer questions that arise pertaining to the operation of the association as outlined in the bylaws, ensure that business is conducted per the bylaws, and that voting takes place in accordance with the voting regulations.
- G. Serve as Parliamentarian at all meetings as needed, in accordance with current Robert's Rules of Order (section added November 2012).

**Section 3. Enforcement Committee.** The President shall appoint the Chairperson. The Committee shall consist of the Directors of the Horse Show, Trails and Pleasure Riders, Western Games, and Working Horse Divisions, the Chairperson of the Horse Show Licensed Officials Committee, the President and/or Vice-President, and the even numbered Zone Directors during even numbered years and the odd numbered Zone Directors during the odd numbered years (revised November 2010).

- (a) Its duties shall be to sit as a Court and settle any protests and/or charges presented for action, and its decision shall be final.
- (b) Should any member of the Committee be unable to attend any meeting, he shall name his alternate from the Division or Committee he represents.
- (c) Within 10 days of receiving notice of complaint (revised November 2007), the Chairperson shall advise members of the committee in writing. A meeting date shall be set, not to exceed 30 days within the postmarked date of notice.
- (d) When there is action pending with the Enforcement Committee, the Enforcement Chair shall notify all members of the Executive Board of the pending action (revised November 2005).
- (e) Recommendations for termination of membership shall be sent in writing to the Board of Directors (added Nov. 2007).

**Section 4. Finance Committee.** The President shall appoint the Chair and not more than six additional members, whose duties shall be to provide ways and means of financing the organization as well as review the Treasurer's accounts and the financial records of any divisions or committees using the organization's Tax ID number. The six (6) members should be selected so such that three (3) members reside in the eastern part of the State and three (3) members reside in the western part of the State if possible. Financial reviews shall be completed prior to the General Meeting at the Annual Convention and a report shall be made at the Convention's General Meeting. Zones that can prove that they have their own Tax ID Number



shall be permitted to have their own bank accounts and financials and not be required to submit quarterly reports to the WSH Treasurer. Each Zone or Club within WSH in any capacity, regardless of TAX ID being used, shall have no less than two (2) signers on ALL accounts, to be not related or residing within same household (revised November 2012). The committee shall report its proposals to provide ways and means of financing the organization to the Board of Directors when requested and to the Members in Convention assembled, for adoption or rejection (entire paragraph modified November 2011).

**Section 5. Historical Committee.** The President shall appoint the Chair. The committee may consist of as many members as the Chair deems necessary. The duties of the Historical Committee shall be to collect, store, and collate the organization's history and prepare an exhibit for display at the Annual Convention. Historical pieces include, but are not limited to, past photographs, *Canters*, documents, awards, accomplishments, and biographies of influential members. Committee shall also keep a record of important events that occur each year that affects or has affected Washington State Horsemen and report such events at the General Meeting at Convention. Committee shall maintain a list of award winners for the Twin Benson Man of the Year Award, Jesselyn Roehr Lifetime Achievement Award, Club of the Year Award, and the Mayor Jack Larson Junior Inspirational Award. List shall be provided to Convention Committee to be published in the Convention Program. Committee shall also maintain a list of Past Presidents and Honorary Members and provide list to be published in the Convention Program. Committee Chair, along with the Convention Committee Chair, shall arrange to have photographs taken of major award winners at the Annual Convention (entire paragraph added in 2013).

**Section 6. Horse Show Licensed Officials Committee.** The Committee shall vote at Convention at the annual judges meeting for a two-year term of a Licensed Officials Committee Chair from the current or past judge's roster (revised November 2006). The Committee shall consist of all approved Horse Show Judges, Stewards and Technical Delegates, and the Director of the Horse Show Division. The Committee's duties shall be

- (a) To propose rules and regulations for approving and governing all State Horse Show Judges, Stewards and Technical Delegates; shall present such proposed rules to the Members in Convention assembled for adoption or rejection and shall enforce such adopted rules and regulations.

**Section 7. Legislative Committee.** The President shall appoint the Chair. The committee may consist of as many members as the Chair deems necessary. The Chair must understand the State's agricultural system and how the politics of lawmaking work. The duties of the Legislative Committee shall be to work closely with State agencies in an effort to protect the rights of equine owners in the State of Washington; meet and talk with Legislators, government officials, and State Veterinarian's Office; work with all agencies of the State for the betterment and maintenance of the horse industry in the State as well as at the National level; keep current on the many issues of land use rights, vehicle regulations, taxes, labor, fertilizer, feed, pesticides, weed sprays, and virtually all issues that affect the equine industry; conduct the legislative session at the annual Convention and obtain speakers to make presentations where appropriate; draft policy letters or position papers that represent WSH's position, where appropriate, on matters that are pertinent to the equine industry and WSH membership; and keep the President apprised of issues that affect the equine industry and specifically those that will affect the WSH membership. The Legislative Committee Chair shall attend WSH Board of Directors meetings as a voting member (revised November 2020).

**Section 8. Marketing Committee.** The President shall appoint the Chair whose duties shall be to assist with the following areas: development of an annual marketing plan presented at the 3<sup>rd</sup> Quarter Board Meeting annually for approval by the Board Members to implement the following year. The plan will include a budget and marketing campaign as well as address fundraising including, but not limited to, sponsorships and *Canter* advertisements that will raise contributions needed to operate the organization. The plan will also include a recap and evaluation of the previous year's activities, expenses, and funds received (revised Nov. 2012).

**Section 9. Nominating Committee.** The President shall appoint the Chair. The Committee shall consist of as many members as the Chair deems necessary. The duties of the committee shall be to canvas the membership and to provide a slate of one or more candidates for President and Vice President for the election. The committee shall also obtain the names of the Zone Directors seeking ratification from each Zone prior to September 15 (even-numbered positions in even years and odd-numbered positions in odd years). The elected offices are the President, Vice-President, and Zone Directors (ratification only). Specific responsibilities include, but are not limited to the following (Paragraph revised November 2016):

- (a) Presenting Committee's recommendations to Board at the September Board meeting.
- (b) Sending / e-mailing current job descriptions to nominees.
- (c) Ensuring that the slate of nominees is printed in the *Canter* at least one month prior to the Annual Convention along with a short biography from each of the nominees.
- (d) Ensuring that the slate of nominees, along with biographies, is printed in the Convention program.
- (e) Conducting the election of officers during the General Meeting at the Annual Convention. This includes presenting the Committee's recommendations for each office to the membership, taking nominations from the floor for the offices of President and Vice President, and supervising the voting. Nominees for President

and Vice President must be present at the Annual Convention to be nominated from the floor. A call for nominations from the floor must occur three times before closing. Nominations from the floor for Zone Directors positions will not be permitted. Voting for each position shall be by ballot received from registered Convention attendees. Ballots will be given to the WSH Secretary for filing and the number of votes shall not be made public. Voting for officers will be conducted in the order of President, Vice President then Zone Directors (paragraph revised 2016).

**Section 10. Publications Committee.** The President shall appoint the Chair whose duties shall be to coordinate efforts of committee members that benefit the organization through publications including, but not limited to, the website, the *Canter*, and the *e-Canter*. Committee members to include, at a minimum, the *Canter* editor, webmaster, and *e-Canter* publisher. Additionally, the President shall appoint an editor for the *Canter* whose duties shall be to collect articles submitted by members as well as advertisements submitted by paying parties on or before established deadline dates. Once collected, the information will be reviewed, edited, and formatted to produce the organization's official publication, *The Canter* (revised November 2012).

**Section 11. Youth Merit Committee.**

(a) The President shall appoint the Chairperson. The Committee shall consist of the State Youth Merit Chair(s), the Youth Merit Advisor from each Zone with an active program and three (3) additional WSH members appointed by the President whose duties shall be to further Junior activities throughout the State (revised November 2005).

(b) The Advisory Committee shall work with the Youth Merit Chair(s) on any additions or changes to the Youth Merit Program. The Youth Merit Program is offered to all WSH youth from ages 18 and under (revised November 2005).

**Section 12. Zone Coordinating Committee.** The President shall appoint an East Side and West Side Chair (revised November 2011). The Committee shall consist of the Washington State Horsemen Vice-President and the Zone Presidents, and two additional members may be appointed by the Chairs. Said Committee shall meet at the quarterly Board of Directors meeting to coordinate Zone programs (revised November 2005).

(a) The Zone Coordinating Committee shall also serve as a Grievance Committee in problem areas where a Zone officer is directly involved or if it is felt he cannot render an unbiased opinion. Request for hearing before the Zone Coordinating Committee must be in writing to either the East Side or West Side Chair depending upon the Zone's geographic location (revised November 2011). The decision of this committee shall be binding on all parties.

**Section 13. Convention Committee.** The President shall appoint the Chair. The Chair shall have the right to select members to serve on the Convention Committee. The duties of the Chair shall be to coordinate efforts of the committee to determine possible location, dates, accommodations available, and determine a reasonable cost for amenities included. Following final approval of the Board, the Chair shall also coordinate all efforts to organize and put forth said convention at the agreed upon location. The Chair shall be responsible for all notifications necessary to the membership at large with regards to location, dates, reservation information, for both rooms and convention fees, as well as cost to vendors/entertainment (section added November 2015).

**ARTICLE X – MEETINGS**

**Section 1. Board of Directors.** Regular meetings of the Board of Directors shall be held at least a minimum of three (3) times a year, not including Convention, the time and place to be designated by the President with written notice to the Directors (revised November 2007).

(a) Special meetings of the Board of Directors may be called at any time by the President, or by any five Directors, upon ten (10) days' written notice given to the Directors, stating the date, time, place, and purpose of such meeting (revised November 2005). The minutes of such special meetings shall state the manner of giving notice, and the minutes, upon being approved at a subsequent meeting, shall be conclusive upon the manner of giving such notice.

**Section 2. Annual Meeting.** The Annual Convention of the membership shall be held during the month of October, or within thirty days thereafter, of each year, the date and place to be fixed by the Board of Directors. Sixty days notice of such convention shall be given to the membership by publishing such notice in the official publication.

**Section 3. Special Meetings.** Special meetings of the membership may be called at any time by the Board of Directors upon ten (10) days written notice being given to the membership stating the date, time, place, and purpose of such meeting. The minutes of all special meetings shall state the manner of giving notice, and the minutes, upon being approved at a subsequent meeting, shall be conclusive upon the manner of giving such notice. If in the opinion of the acting President and/or executive



officers, an emergency meeting is needed, the right to call such meeting shall be at the discretion of the acting President. Reasonable notification must be made to all officers and members of the board, as well as any committee chairs needed to the issue. The required quorum of officers and/or directors must be able to attend (three elected officers, five board members). Regardless of length of notice, meeting shall be held as legal and binding to this organization and all transactions shall go forth accordingly. The time and place shall be made public, but issues may remain discreet at the direction of those in attendance (revised November 2015).

**Section 4. Rescheduling / Canceling Meetings.** If a meeting must be canceled or rescheduled for any reason (date, time or place) the Acting President shall have the authority to do so. While a reasonable period of notification is requested (10 days), not all emergencies allow desired notice. If a reasonable attempt to notify all parties has been made (e-mail, text, call, etc.) within a 24-hour notice, it shall be held legal (section added November 2015).

## **ARTICLE XI - VOTING AND ELECTIONS**

**Section 1. Voting by Members (Club and Non-Club).** Each WSH Member 14 years of age and over as of January 1 registering for and attending Convention shall be entitled to a vote at the General Meeting including Officer Elections. Remaining youth members may cast a vote in their division meeting as outlined in their division's rules. (Revised November 2019).

**Section 2. Voting by Officers.** No Officer, Director, Committee Chair, Zone, or Division Director shall be entitled to a vote because of the office he holds.

**Section 3. Proxy Voting.** There shall be no voting by proxy.

**Section 4. Tie in Voting.** Should a tie vote occur during the election process for any elected official, a revote for the candidates shall be held prior to proceeding with the rest of the elections. The second vote will be conducted in the same manner as the first vote. Should a tie vote occur on the second vote, the meeting will be recessed and a private meeting of the Executive Board will be convened. The Executive Board shall vote by secret ballot for the tied candidates. To preclude a tie vote should the Executive Board consist of an even number of members present, one board member will not vote and this member will normally be the President. If the Executive Board consists of an odd number of members including the President, the President shall be included in the vote (revised November 2006).

## **ARTICLE XII – AMENDMENTS**

**Section 1.** These Bylaws may be amended, repealed, or new ones adopted by a two-thirds majority of the delegate vote in Convention assembled, if they have been published in the *Canter* at least one month prior to Convention and then brought before the Bylaws Committee during Convention for review and possible amendment and recommended by the Bylaws Committee as a needed change (revised November 2006).

**Section 2.** These Bylaws may also be amended, repealed or new ones adopted by a two-thirds majority vote of the Board of Directors providing the amendment has been submitted in writing at the previous meeting and/or has been printed in the *Canter* at least 15 days before voting, and any such changes shall be valid and binding until the next annual Convention, at which time they shall be presented to the delegates in Convention assembled for approval or rejection.

## **ARTICLE XIII – FISCAL YEAR**

**Section 1.** The fiscal year of this organization shall be from January first to December thirty-first.

## **ARTICLE XIV**

**Section 1. Robert's Rules of Order.** The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the organization may adopt or the current RCW for non-profit organizations (added November 2007).

Adopted as amended by the members in Board Meeting assembled via Zoom, November 15, 2020 - Attest: Emma McLaughlin, WSH President.

## **STANDING RULES**

1. Dues for the fiscal year, or any part thereof, shall be as follows with ten percent (10%) being directed to the Major Division of the member's choice (revised November 2019):

**A. 100% Clubs:**

- (1) Individual Members - \$22.00
- (2) Family Members- \$31.00 (see Article III, Section 2b)

**B. Non-Club Memberships:**

- (1) Individual Members-\$27.00
- (2) Family Member-\$43.00 (see Article III, Section 2b)

**C. Youth Membership:**

- (1) \$15.00 (revised November 2013)

**D. Business Membership** (added November 2013):

- (1) \$75.00 – Level 1 (Includes 4 business-card ads in quarterly *Canter* for one year)
- (2) \$120.00 – Level 2 (Includes 4 quarter-page ads in quarterly *Canter* for one year)
- (3) \$240.00 – Level 3 (Includes 4 half-page ads in quarterly *Canter* for one year)
- (4) \$480.00 – Level 4 (Includes 4 full-page ads in quarterly *Canter* for one year)

2. No member can belong to more than one Zone.

3. A person becomes a member of Washington State Horsemen immediately upon receipt of dues in the State Office. Membership shall run from January 1 to December 31 of each concurrent year with membership renewal / sign-up to begin (or be applied) on January 1 of each year (paragraph revised November 2016).

(a) Washington State Horsemen members shall be assigned a permanent WSH member number beginning in 2007 for as long as they remain a member in good standing with the organization. If a member number becomes inactive and remains inactive for a period of not less than two years, the member number may be reassigned (revised December 2006).

4. **Member Club.** A club is a member in the Zone in which it functions, does business, holds meetings and is located. The State recognizes persons joining a club as belonging to the Zone in which that club is established as a Member Club.

5. **Non-Club Member.** Members who join independently belong to the Zone in which they reside.

6. **Statewide Club.** A statewide club is not a Member Club of any Zone, therefore does not participate in Zone functions or vote in Zones as a Club. Statewide club members are individuals or family members of the Zone in which they reside.

7. Any Club with members residing in two or more Zones may request in writing to become a Statewide Club.

8. Upon written request Non-Club members who belong as a resident in one Zone or a member of Zone through Member Clubs may transfer to another Zone only if the Zone accepts him. Upon being accepted the Zone must then notify the State Office of that fact. The Zone in which he resides must release him after all obligations are satisfied. Forms will be provided by the State for transfer and release.

9. If only one member in family membership wishes to transfer he must join the State as an individual member. A family membership cannot be split.

10. Membership cards will not be issued to Clubs until PAGE ONE of the Master Membership Form is received in the State Office. The first sheet must accompany dues.

11. Washington State Horsemen shall offer four perpetual awards each year to be presented at the Annual Awards Banquet at Convention. A committee comprised of the Awards Committee Chair and at least two impartial members shall determine the member/club most deserving of these awards. The awards and their criteria are listed below (section added November 2014):

(a) **Twin Benson / Man of the Year Award.** The Man of the Year Award is a memorial to Twin Benson and is presented each year to an outstanding WSH Member who has given unselfishly of himself or herself for the benefit of others. This is the spirit which made Twin beloved by all who were privileged to know him. Nominations for this award shall be made in the form of a letter and historical resume setting forth the qualifications of the current year's activities (and past history) which are believed to make him or her eligible. Nominations are not limited to members of the club to which the nominee belongs but any WSH Member may nominate a person for this award, provided the letter contains information on the award criteria. The criteria is as follows:

- 1. Service to Youth - within and outside his or her own club.
- 2. Service to his or her own club.
- 3. Service to Washington State Horsemen - Zone and State levels.
- 4. Service to the community.

(b) **Mayor Larson / Junior Inspirational Award.** Is there a young person in your area that has been an inspiration to their fellow peers? A special perpetual trophy, sponsored by the former Mayor Larson of Yakima, will be presented to a junior WSH member who has gone out of his or her way to provide assistance or help to others and who through their personal endeavors has truly been an inspiration. The nominee should be one who has entered horse events, though need not be a top winner. The letter of nomination is to include:

1. Nominee's name and address.
2. Birthdate (must be 17 years of age or under as of January 1 of the current year).
3. Club (if applicable) or agency through which he/she pays WSH dues.
4. Reason for nomination.
5. Necessary references for these reasons.
6. Signature of the nominating agency, i.e. family, club, zone, officer, etc.

(c) **Jesselyn Roehr / Lifetime Achievement Award.** This award is to recognize an individual that has dedicated themselves to years of service to Washington State Horsemen. Recommendations by any WSH Member will be considered. Nominations are to be based on the following criteria:

1. At least a 10-year member of WSH.
2. Has served at the State level (may include Board of Directors, Committee Chair, appointed, or elected), State Judge, Steward, Timer, etc.

(d) **Club of the Year Award.** To compete for this award, the club is to submit its qualifications in a letter form. Letters for consideration shall be in duplicate with the name of the club appearing only on the original. Both copies shall be submitted to the Awards Committee Chair. All letters to be considered MUST contain information in all categories for the current year. Nominations received that do not follow the directions carefully (as listed below) may be eliminated. Selection of the Outstanding Club will be based on the following.

1. Do all the members of your club belong to WSH?
2. Describe ways in which your club supports meetings, officers, judges, stewards, timers, record keepers, committees, etc. at Zone and State levels.
3. List club-sponsored activities designed to develop or support
  - The Youth Merit Program
  - Education (clinics, etc.)
  - Horse activities other than shows or gymkhanas
  - Social activities
4. List club-sponsored activities in general that are other than those listed in items 1-3 above. Suggestions include (but are not limited to) educational, committee service, etc.

## **BASIC OPERATION OF ZONES**

Name of Zone shall be \_\_\_\_\_ of Washington State Horsemen.

**PURPOSES OF ZONES:** It shall be the purpose of \_\_\_\_\_ Zone to join together, in common bond, the individuals throughout the Zone interested in horses, whether for business or pleasure; and

- a) To serve and promote the best interests of Zone Recognized Shows, in the following divisions; Horse Show, Trails and Pleasure, Western Games, and Working Horse as well as Zone owners and riders who participate in them (revised November 2010).
- b) To make adequate and fair rules governing Zone competitions and to endorse them for the common benefit, guided by the regulations and the rules of the WSH major divisions (revised November 2005).
- c) All Officials must be certified according to their respective division's regulations (revised November 2005).
- d) To adjudicate questions of Zone violations of the rules and to inflict penalties therefore in accordance with the rules of the Zone (or may call the State for help).
- e) To maintain proper Zone records in connection with Zone High Score Awards for the use of its members.
- f) To approve event dates for Zone approval of all shows within the Zone boundaries (revised November 2005).
- g) To establish a Zone information center (phone number and address for information).
- h) To promote and publicize the operation of the Zone through the *Canter* and a Zone bulletin if available.
- i) To establish rules for Zone activities in all major divisions and to publish the rules for same for the benefit of all members of the Zone (revised November 2005).
- j) To better existing conditions within the Zone in trails, roadways, and laws pertaining to horse and horsemen.

**MEMBERSHIP** in Zones shall be established by membership in WSH and members shall be affiliated with only one Zone. Any member belonging either through a Club or as a Non-Club Member and listed by WSH as a member of \_\_\_\_\_ Zone shall be eligible for \_\_\_\_\_ Zone High Score Awards, providing the Zone requirements have been met.

No member of Washington State Horsemen may belong to more than one Zone at any given time. A new member of Washington State Horsemen shall be designated to his/her Zone by virtue of their physical address, unless they are joining as a member of a recognized club that gives a specific Zone designation. A new member of Washington State Horsemen may request a specific Zone designation, in writing, at the time of their application for membership, regardless of their club affiliation or independent status. A current member of Washington State Horsemen may request a change of Zones as follows (paragraph and sub paragraphs a through i added November 2017):

- a) Notify the President of your current Zone of your intent.
- b) Insure there are no outstanding obligations to your current Zone.
- c) Send a written request to the President of the Zone you wish to transfer to, asking that you be allowed to do so.
- d) The President of the new Zone contacts the President of the of the current Zone to ensure the member is in good standing with the current Zone.
- e) If the member is in good standing, the President of the new Zone follows that Zone's standing rules (i.e. brings it before the new Zone's executive board, etc.).
- f) If approved by the new Zone, the President notifies the individual, the previous Zone, and the WSH Membership Secretary. If not approved, the President notifies the individual and their current Zone President.
- g) In the event of a dispute between member and Zone, the member shall have the right to request a hearing of the WSH Executive Board. The findings and decision of the WSH Executive Board shall be final and binding regarding the dispute between Zone and member.
- h) The total process must be complete within 30 days.
- i) The initial request from the member and final resolution will be in the form of email or hard copy / USPS mail.

**BOUNDARIES OF ZONES:** The State is divided into geographical areas called Zones (See WSH Bylaws, Article VIII / Section 2).

**OFFICERS:** There shall be at least three (3) elected officers, President, Vice-President, and Secretary and/or Treasurer. Only the Secretary / Treasurer position may be combined. Any additional officers may be elected if required or desired by any Zone. Each zone or club within WSH in any capacity, regardless of Tax ID being used, shall have no less than two (2) signers on ALL accounts, to be not related or residing within same household (added November 2012). The term of office for the President, Vice-President, and Secretary and/or Treasurer shall be for one (1) year beginning January 1, or until their successors are elected and qualified. Any Zone Officer must be a member of the Zone and a member of Washington State Horsemen for at least one year to be elected. An exemption may be requested from the Full Board, and with their approval, a dully elected officer may be sworn in (revised November 2016).

**ELECTIONS:** Election of officers shall be held prior to Convention. This will allow the incoming and outgoing officers the opportunity to attend the Washington State Horsemen Convention.

**DUTIES OF OFFICERS:**

**ZONE PRESIDENT** - The duties of the Zone President shall be:

1. To preside at all Zone meetings and the meetings of the Zone Board of Directors.
2. To appoint, with the approval of the Zone Board of Directors, all officers who are not elected and all committee chairpersons who may be necessary and to be an ex-officio member all committees.
3. To sign, as President, together with the Secretary, all contracts and other instruments in writing, including evidences of indebtedness, which have been approved by the Zone Board of Directors.
4. To call such meetings as are herein provided to be called.
5. To see that the Washington State Horsemen Bylaws and Zone Standing Rules and regulations as may be adopted by the members of the Zone are properly enforced.
6. To supervise generally the affairs of the Zone.
7. To report to the members at the Zone meetings the activities and general progress of the Zone.
8. To represent the Zone at Washington State Horsemen Zone Coordinating meetings.

**ZONE VICE-PRESIDENT** - The duties of the Vice-President shall be to perform the duties of the President in their absence or in their inability to serve.

**ZONE SECRETARY AND/OR TREASURER** - The duties of the Secretary and/or Treasurer shall be:

1. To sign, as Secretary, together with the President, all contracts and other instruments in writing, including evidences of indebtedness, which have been approved by the Zone Board of Directors (added November 2016).

**ZONE BOARD OF DIRECTORS** - Must consist of elected officers and any others that the Zone Standing Rules specify.

**MEETINGS:** There may be monthly meetings, but no less than four (4) meetings per any calendar year. Meetings are to be held within the Zone (revised November 2013). Notice of Zone Meetings: Date, time, location must be published at least thirty (30) days prior to meeting in Zone Bulletin or *Canter*. Meetings shall be conducted in an informal manner, but if formal rules of proceedings shall be deemed necessary, then Robert's Rules of Order shall govern the manner of conducting the meeting. It is recommended that meeting dates be figured ahead for the entire year and published in the *Canter* for the convenience of all.

**VOTING:** The Zone voting system must be identified in their standing rules. Any voting system may be adopted for the efficient and continued operation of the Zone. If a delegate vote is called for on some matter, it should be voted on by the Club Delegates only (See WSH Bylaws, Article XI / Sections 1 and 2).

**SPONSOR OF SHOWS AND RIDING ACTIVITIES:** The Zone may approve, but shall not sponsor, any show or activity where money and liability are involved. If something is done for the benefit of the Zone, such as a Zone Benefit Show, or any fundraising activity, it must be sponsored by a club or individuals.

**ZONE RELATED PROBLEMS:** If at any time a Zone cannot resolve a Zone related problem, the Zone President may take it to a regular or special Zone Coordinating Committee Meeting for discussion. If the problem cannot be resolved with the help of the Zone Presidents, it may be referred to whatever channel necessary to solve the problem. Between Zone Coordinating regular meetings, the Zone President may call the East Side or West Side Zone Coordinating Chair (depending upon the Zone's geographic location) in order that a special meeting be called if necessary (Revised November 2011).

**AUDIT:** Zones shall have a committee to review their financial records each year. This committee may consist of members of the Zone. It is not required that the audit be done by a CPA or someone outside the Zone unless the members of the Zone so desire. A financial statement shall be sent to the current WSH Secretary/Treasurer or be presented to the Secretary/Treasurer at the WSH board meetings.

Each Zone may have additional Standing Rules peculiar to their particular Zone. These additions should be incorporated and readily distinguishable from the Basic Rule, i.e. (italics-different type underlined, indented.) Each Zone's completed Standing Rules must be sent to the State Office.

## **BOARD OF DIRECTORS**

### **OFFICERS**

President **(On the Executive and Full Boards)**  
Vice-President **(On the Executive and Full Boards)**  
Secretary-Treasurer **(Recorder of Minutes for Executive Board)**  
Immediate Past President **(On the Executive and Full Boards)**

### **ZONE DIRECTORS (On the Executive and Full Boards)**

Position 1 (Canal)	Position 6 (Olympic)
Position 2 (Cascade)	Position 7 (Prairie)
Position 3 (North Central)	Position 8 (Puget Sound)
Position 4 (Northeast)	Position 9 (Zone One)
Position 5 (Northwest Border)	

### **MAJOR DIVISIONS (On the Executive and Full Boards)**

Horse Show  
Trails and Pleasure  
Western Games

### **ZONE PRESIDENTS (On the Full Board)**

Canal	Olympic
Cascade	Prairie
North Central	Puget Sound
Northeast	Zone One
Northwest Border	

### **COMMITTEE CHAIRS**

Bylaws **(On the Full Board / Non-Voting Position on the Executive Board)**  
Enforcement **(On the Full Board / Non-Voting Position on the Executive Board)**  
Finance **(On the Full Board / Non-Voting Position on the Executive Board)**  
Historical **(On the Full Board)**  
Horse Show Licensed Officials **(On the Full Board)**  
Legislative **(On the Full Board)**  
Marketing **(On the Full Board)**  
Membership and Public Relations **(On the Full Board)**  
Nominating **(On the Full Board)**  
Publications **(On the Full Board)**  
Youth Merit **(On the Full Board)**  
Zone Coordinating **(On the Executive and Full Boards)**