

# **OHIO WESTERN HORSE ASSOCIATION, INC.**

**2008**



**[www.owha.org](http://www.owha.org)**

# Presidents of O.W.H.A.

1974	Steve Henry	1988	Jim Schultze-
1975	Gary King	1989-90	Roger Niekamp
1976	Jim Fodor	1991	Beth Metzger
1977	Sam Fox	1992-93	Ken Siemer
1978	Dan Carpico	1994-96	Dean Menchofer
1979-80	Bob Saylor	1997-00	Bruce Army
1981	Virgil Williams	2001-02	Peg Siemer
1982	Jim Corbin	2003-04	Randy Everett
1983	Tom Knock	2005-07	Scott Niekamp
1984	Roger Niekamp		
1985	Harold Deafendeffin		
1986-87	Bill Sidle		

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# **BYLAWS:**

## **Ohio Western Horse Association, Inc. Constitution & Bylaws**

January 2008

This revised Constitution & Bylaws supersedes the existing Constitution & Bylaws

### **ARTICLE I: THE ORGANIZATION**

#### **Section 1: NAME**

The name of the corporation is the Ohio Western Horse Association, Inc. The shortened abbreviation is O.W.H.A.

#### **Section 2: PURPOSE**

The Ohio Western Horse Association, Inc. is organized for promoting horsemanship and sportsmanship in all activities relating to horses, and in the uniting of all those whose interest in enjoying a mutual fellowship among horse enthusiasts. O.W.H.A. will collect, record, and preserve the exhibition and award records of its members and coordinate fun, family oriented activities.

#### **Section 3: OPERATION**

The Ohio Western Horse Association, Inc. is at all times to be operated and conducted as a non-profit corporation in accordance with the laws of the State of Ohio, providing for such organizations and by which it shall acquire all such rights granted to associations of this kind.

#### **Section 4: LOCATION**

The Ohio Western Horse Association, Inc.'s principle location is to be determined by the Ohio Western Board of Trustees. The members and/or officers may reside in other areas, and the business of the Corporation may be carried out at any place convenient to the members and/or officers.

#### **Section 5: FISCAL YEAR**

The fiscal year of the Corporation will start on January 1st of each year and end at midnight on December 31st of that same year.

#### **Section 6: BOARD OF TRUSTEES**

The eighteen (18) Board of Trustees will consist of the President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Treasurer, Membership/Point Secretary, Editor, Youth Advisor, Non-Officer Trustees, and the Youth Club President. The Board of Trustees will assist the President with enforcing the policies, procedures, and rules of the Ohio Western Horse Association, Inc. The Board of Trustees (at least 3) will represent O.W.H.A. between meetings, when urgent business requires prompt and decisive action.

### Section 7: MEETINGS

- A. Ohio Western Horse Association will hold general membership meetings on the first Thursday of each month at the time and place determined by the Board of Trustees and published in the newsletter and web site.
- B. The Election of Officers will take place at the January meeting.
- C. The general meeting date may be moved forward or back up to ten (10) days to compensate for special needs if notice is given in at least ten (10) days prior to the regular meeting date or ten (10) days prior to the advanced date.
- D. Special membership meetings may be held anytime by the call of the President and at least 7 days notice is given to the membership.
- E. Board of Trustees meetings may be held anytime by the call of the President or by the request of three members of the Board of Trustees. Members of the Board of Trustees must be notified either in writing, by telephone, by e-mail, or in person at least twenty-four hours before the time of the meeting of the time and location of the meeting except for the clause stated in BOARD OF TRUSTEES.

### Section 8: QUORUM

51% of the Board of Trustees will constitute a quorum at any general membership meeting or special meeting.

### Section 9: CORPORATION LOGO

The Ohio Western Horse Association, Inc. logo will consist of the outline of the state of Ohio with a generic outline of a pleasure horse head.

### Section 10: USE OF THE CORPORATION NAME AND/OR LOGO

The Corporation name Ohio Western Horse Association, Inc., O.W.H.A., and/or the Corporation Logo may not be used on any documentation, article of clothing, or in connection with any activity or event without the written approval of the Board of Trustees.

## **ARTICLE II: MEMBERSHIP**

### Section 1: ELIGIBILITY

Membership in O.W.H.A. is open to any person regardless of race, creed, gender, age, or national origin, having a genuine interest in horses and the welfare of the O.W.H.A. combined with a sincere effort toward fairness and unbiased competition.

### Section 2: CLASSES

Class of membership is as follows:

- A. Individual/Youth
- B. Family, including the following: father, mother, any children 18 and under living under their roof and any child that the adult has legal guardianship of.
- C. Lifetime
- D. Honorary

### Section 3: REQUIREMENTS

- A. Prospective members will present to the O.W.H.A. Points/Membership secretary a completed and dated membership application and total annual dues. Such application will then be brought before the Board of Trustees for approval. The annual dues for O.W.H.A. membership is set by these Bylaws and will be payable on or before January 1st of each year, unless the individual or family joins at a later date, then dues must be paid in full at

that time. The Ohio Western Horse Association, Inc. reserves the right to refuse membership for just cause.

- B. Honoree Membership, effective January 1, 2006, will be issued to an individual who has served on the Board of Trustees for two (2) terms and is in good standing. They must be approved by the current Board of Trustees and voted on by secret ballot. Membership is non-transferable.

#### Section 4: ANNUAL DUES

- A. All membership dues will be set by the Board of Trustees.
- B. An Individual/Youth membership is \$15.00 per year.
- C. A Family membership is \$30.00 per year.
- D. Lifetime membership is \$100.00

#### Section 5: PRIVILEGES

- A. All members are eligible for year-end awards if the member is in good standings and they have met the requirements set forth by the show rules.
- B. Members are eligible to vote if they are eighteen (18) years of age or older and their dues are paid in full for that year.
- C. Members must be present at the general membership meetings to vote. Proxy votes are not permitted.
- D. Membership extends the opportunity to serve on various committees and thus have a say in the conduction of the shows, the selection and presentation of awards, and to be party to the inner workings of the Corporation.

#### Section 6: TERM

- A. Membership in O.W.H.A. will begin the latter of January 1st or the date the annual dues are paid in full (and upon approval by the Board of Trustees) and expire on December 31st of that same year.
- B. Dues paid after January 1st is not pro-rated.
- C. Current members must pay their dues prior to January 1st to keep their membership active and to participate in the privileges stated in Section 5: PRIVILEGES.
- D. Any member or officer whose dues remain unpaid after April 30th will have their name dropped from the membership.
- E. A new member joining O.W.H.A. after October 1st will automatically be considered to have paid their dues for the following year.

#### Section 7: TERMINATION

- A. Membership in the O.W.H.A. will be terminated by resignation, failure to pay annual dues, expulsion, dissolution or liquidation of the Corporation, or the death of the member.
- B. Upon written and signed complaint, submitted to the officers of the O.W.H.A., a majority vote of members present at a meeting may expel any member for conduct which, in their opinion, is detrimental and/or unbecoming to the general welfare of the O.W.H.A. The individual(s) shall be given the opportunity to be present at the meeting by notification of registered mail.
- C. The officers and membership may re-examine an application for membership from the expelled individual(s) three (3) years after the date of expulsion. It shall be the responsibility of the officers to be absolutely certain that the complaint is genuine and not the result of petty personal conflicts.
- D. The annual dues are not refundable for any reason.
- E. All of the rights and privileges of a member in O.W.H.A. and its property will cease on termination of membership.

# **ARTICLE III: GOVERNMENT**

## **Section 1: ELIGIBILITY**

To be eligible to serve in any office or official capacity, a nominee must:

- A. Be an O.W.H.A. member in good standing
- B. Be eighteen (18) years of age or older
- C. Have attended at least half of the meetings during the previous year, with attendance verified by the Secretary
- D. Have participated in some Corporation function during the past year.

## **Section 2: ELECTION OF OFFICERS AND TERM**

A.

The election of officers and the non-officer trustees will be held at the regular meeting in January of each year. The new officers and trustees will take office February 1st of each year. Each officer will serve for 1 (one) year, and trustee a 3 (three) year term and the same person may serve for as long as the membership returns the person to the office by a majority vote of the members present at the election of officers. The nominating committee (comprised of 3 Board of Trustees) will present to the Board of Trustees eligible nominees. Write in candidates are not permitted. The officers will be nominated and voted on in the order of President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Treasurer, Membership/Points Secretary, Newsletter Editor, Youth Advisor, and Non-Officer Trustees. The President will open each office one at a time for nominations. The nominees must accept or decline the nomination. The Secretary will verify that the nominee has met the requirements to hold an office in O.W.H.A. The election of officers and Trustees will be conducted by secret ballot. The current Recording Secretary will collect the ballots. The current Secretary and Treasurer will count the ballots with the President as overseer. The current 1st Vice-President will fill in for the Secretary, Treasurer, or President when those offices are being voted on.

- B. The Youth Club President will be voted on by the Youth Club yearly and as determined by the Youth Club Bylaws.

## **Section 3: OFFICE, DUTIES, AUTHORITY, AND RESPONSIBILITY**

### **I. PRESIDENT**

The President:

- A. Will be the principle executive officer and will be responsible for the observance of all Corporation policies, bonds, mortgages, contracts or other instruments of the Corporation's functions.
- B. Will preside at all regular and special meetings to preserve order and conduct the business of the Corporation in a proper manner.
- C. Will appoint as needed any chairperson or committee needed to conduct the operation of the Corporation.
- D. Will be a member ex-officio of all committees except the nominating committee.
- E. Will not vote on any issues except to break a tie vote. This does not apply to Article XIII, Amendments to the Bylaws.
- F. Will appoint a Trustee to chair the Audit Committee
- G. Will appoint 3 Trustees to serve as the Nominating Committee

## **II. 1st VICE PRESIDENT**

The 1st Vice-President:

- A. Will in the absence of the president for any reason, performs the duties of the president with the same powers and restrictions as set forth for the office of president.

## **III. 2nd VICE PRESIDENT**

The 2nd Vice-President:

- A. Will in the absence of the president for any reason, performs the duties of the president with the same powers and restrictions as set forth for the office of president in charge of club philanthropy.

## **IV. RECORDING SECRETARY**

The Recording Secretary:

- A. Will keep the minutes of all proceedings of the membership and officers.
- B. Will see that all notices are duly given in accordance with the provision of these Bylaws or as required by law.
- C. Will be the custodian of all Corporation records.
- D. Will perform to the best of their ability any and all other such duties as may be assigned by the officers of the O.W.H.A.

## **V. TREASURER**

The Treasurer:

- A. Will have charge and custody of and be responsible for all funds and securities of the O.W.H.A.
- B. Will receive and give receipt for all monies in a specified bank in accordance with these Bylaws.
- C. Will provide a financial report to the officers and membership at each regular meeting or whenever called upon to provide such.
- D. Will perform any and all other duties as may be assigned by the officers of the O.W.H.A.
- E. Will be responsible for the reimbursement of any funds required by the membership for the conducting of the business of O.W.H.A.
- F. The Treasurer is the treasurer of all committees.
- G. Will be the statutory agent as required by the Ohio Secretary of State. This agent will be served any legal documents regarding your business entity and is responsible for sharing this information with the Board of Trustees. Information regarding such agent may be found at <http://www.sos.state.oh.us/sos/businessservices/nonProf.aspx?Section=111>

## **VI. MEMBERSHIP/POINT SECRETARY**

The Membership/Point Secretary:

- A. Will be required to keep records of each point earned by members eligible for Year End Awards.
- B. Will have the point records up to date after each show and available at each O.W.H.A. function for members to review and will make any corrections or additions to the records.
- C. Will be responsible for tabulating points at the end of the show season and providing information to each club member of standings.
- D. Will receive the applications for membership.
- E. Will issue credentials to members.
- F. Will keep a register of the current address of each member that shall be furnished to the office of the Secretary.
- G. Will perform any and all other duties as may be assigned by the officers of O.W.H.A.

## **VII. EDITOR**

The Editor:

- A. Will communicate the O.W.H.A. affairs to the membership by publishing a timely newsletter containing pertinent club information.

## **VIII. YOUTH ADVISOR**

The Youth Advisor:

- A. Will oversee all activities of the O.W.H.A. Youth Club. They will assist the Youth Officers in all Youth activities and approve all expenditures from the Youth Treasury. He/She shall report on all Youth Activities.

## **IX. NON-OFFICER TRUSTEES**

The Non-Officer Trustees:

- A. Will observe the operation of the Corporation by the officers and members to make sure all activities are conducted according to the O.W.H.A. Bylaws, "Roberts Rules of Order, Newly Revised", and the Ohio Revised Code chapter 1702.
- B. Will be familiar with all rules of the Corporation and have a copy of O.W.H.A. Constitution and Bylaws, "Roberts Rules of Order, Newly Revised", and the Ohio Revised Code chapter 1702 available at all times.
- C. May have the responsibility to chair the Audit Committee.

**Section 4: OATH OF OFFICE:** During the January general membership meeting, The President will swear in the new officers by having them state the following oath:

I \_\_\_\_\_ do hereby pledge on my honor to perform the duties of my office, as required by the constitution and bylaws of The Ohio Western Horse Association, Inc., and at all times to conduct myself as becomes a member of this club, and to deliver all books, papers, and other property of the club that may be in my possession at the end of term to my successor in office.

**Section 5: TERMINATION:** Any officer or trustee absent from three (3) consecutive meetings without prior notice and/or just cause will be notified in advance in writing that their position will be filled by an election at the next regular meeting. In the event that an officer or trustee should resign their post, an election will be held at the meeting following the meeting of which the resignation is presented in order to fill the post. The expulsion rule described under MEMBERSHIP shall also apply to officers and trustees. On the expiration of the term of any officer or trustee for any reason, the officer or trustee must turn over to the Board of Trustees all money, books, property, and any other assets belonging to O.W.H.A.

**Section 6: RESIGNATION:**

All resignations must be submitted in writing and addressed to the Secretary to become part of the permanent records.

**Section 7: APPOINTMENTS:**

Any special assistants, committees, and/or subcommittees will be appointed, as needed, by the involved officer with the approval of those present at the meeting.

**Section 8: AUDIT:**

An audit committee, consisting of at least two (2) persons neither of which may be a current officer, and a Trustee, shall be appointed at the first meeting of each year for the purpose of auditing the books from the previous year. Sufficient time must be allowed for the committee to do a complete and proper audit.

### Section 9: NOMINATION:

A nominating committee, consisting of at least three (3) Trustees, shall identify qualified individuals to be officers of the Corporation's Board of trustees, and select the trustee nominees to be presented for election. Before selecting any nominee for office, the Committee shall review the candidate's availability and willingness to serve.

## **ARTICLE IV: FINANCES**

- A. All outgoing funds or payments of debts or obligations of the Corporation are to be made by check unless the funds released are signed for and documented by the Treasurer or the funds are payment of premiums at pre-approved events. The Treasurer at his or her discretion will pay all expenditures under \$100.00. The Board of Trustees must approve all expenditures between \$100.00 and \$250.00 before the Treasurer will make payment. All expenditures over \$250.00 must be approved in an open meeting by a majority vote of all members present before the Treasurer will make payment.
- B. The O.W.H.A. trustees and members may not receive financial compensation for their involvement with O.W.H.A. except for expenses incurred for conducting the business of the Corporation. Anyone seeking such reimbursement must present to the Treasurer a dated and itemized statement clearly explaining the expense and the amount of monies involved.
- C. All money deposited in the bank will be deposited in the name of the Corporation. When the Corporation's checking account reaches a balance above \$3000.00, the Treasurer will transfer money into the savings account to bring the checking account balance to \$1500.00.
- D. The President's name and the Treasurer's name will be on all of the Corporation's bank accounts. In the event of the Treasurers absence or incapacitation, the President will have the ability to pay the Corporation's expenses.
- E. Cards and/or flowers up to an amount set by the Board of Trustees may be sent to Corporation members that are ill, in the hospital, or have a death in the family; or Corporation members that have family members that are ill or in the hospital.

## **ARTICLE V: DONATIONS AND/OR GIFTS**

Any item(s) given, donated, or loaned to the Corporation for any purpose or any length of time must be accompanied by a detailed statement of intent from the donor, clearly explaining the purpose, duration, and eventual disposal of the donation and/or any other general terms that it may involve. This statement will be submitted in duplicate with both copies signed by the donor and at least one officer of the Corporation. The original statement will become part of permanent records of the Corporation and the donor will retain the copy. This transaction is to be recorded in the minutes of a regular meeting for future reference and for the protection of ALL PARTIES INVOLVED.

## **ARTICLE VI: SCHOLARSHIP AWARDS PROGRAM**

### Section 1: GOAL:

The goal of O.W.H.A. Scholarship Awards Program is to provide deserving students post secondary high school financial assistance to further their education in a two or four year college or accredited vocational school of the student's choice.

## Section 2: QUALIFICATIONS AND REQUIREMENTS

- A. The applicant must be an active member of O.W.H.A. for at least three consecutive years. An active member is defined as having completed at least ten (10) hours per year of volunteer service for the club and all membership dues must be current.
- B. The applicant must be at least a senior in high school who will be entering college during the application year or an enrolled student already attending a two or four year college or accredited vocational school. Applicants must be under the age of twenty-three (23).
- C. The applicant must submit their most recent transcripts, a resume', two (2) letters of recommendation, and a written essay. The essay should address how participating with O.W.H.A. has helped to prepare the applicant's educational plans and career goals.

## Section 3: PROCEDURE

- A. The applicant will complete the application provided by O.W.H.A., submit the most recent transcript, the resume', and the essay.
- B. The applicant will submit two (2) letters of recommendation with their application. The letters may come from varied sources such as: Principal, Teacher, Guidance Counselor, Pastor, Community Leaders, 4-H Advisors, etc, but not from immediate family members.
- C. The applicant must be eligible for admission to and must enroll in the selected school or institution for the upcoming school year. Funds must be used within one (1) year or the unused award will be forfeited. The scholarship check will be sent to the school.
- D. Applicants may apply more than one (1) year. Applicants may be awarded the scholarship more than once, however first priority may be given to applicants who have not previously received the award.
- E. New scholarships and renewals will be for the amount of \$500.00. O.W.H.A. may award one (1) or more scholarships per year based on the availability of funds. The Board of Trustees will determine the availability of funds yearly.
- F. The President of O.W.H.A. shall annually appoint a scholarship chairperson and scholarship committee.
- G. All applications must be submitted to the scholarship chairperson or a committee member by June 1st of each year unless otherwise noted by the O.W.H.A. Board of Trustees.

## Section 4: CRITERIA FOR SELECTION

- A. Upon review of the materials presented, the judges shall make the selection(s) based on the following: academic achievement, community activities, character, personal accomplishments, presentation of application materials, personal interview if required, and contributions to and involvement with O.W.H.A.
- B. The judges and/or Board of Trustees of O.W.H.A. may determine additional criteria for selection as needed.

## **ARTICLE VII: DISSOLUTION**

### Section 1: PROPOSAL FOR DISSOLUTION

In order to dissolve this corporation, the President must present a resolution recommending that the corporation be dissolved to the active membership. A proposal for dissolution may be considered at a regular or special meeting of the active membership only after thirty (30) days notice in writing is given to each member in good standing. The resolution to dissolve shall be adopted upon receiving at least 80% of the votes cast by the active members present at such regular or special meeting. This corporation shall not be dissolved while 20% of the members in good standing dissent.

**Section 2: RESOLUTION:**

Upon adoption of the resolution for dissolution, this corporation will cease to conduct its affairs, except insofar as may be necessary for the proper completion thereof, and will immediately cause a notice for the proposed dissolution to be mailed to each known creditor and will proceed to collect its assets and apply and distribute them as provided in the next Section of these Bylaws.

**Section 3: DISTRIBUTION:**

Any land and buildings owned by Ohio Western Horse Association, Inc., will be donated to an organization voted upon by the Board of Trustees. Any money in Ohio Western Horse Association, Inc. bank accounts will be donated to an organization voted upon by the Board of Trustees.

**ARTICLE VIII: ORDER OF BUSINESS**

The following order of business shall be observed at all meetings:

- Call to order
- Minutes from previous meeting
- Treasurer's report
- Report from current committees
- Unfinished old business
- New business
- Adjournment

**ARTICLE IX: RULES OF ORDER**

- A. The O.W.H.A. Bylaws, the Horse Show Rule Book, "Roberts Rules of Order, Newly Revised", and any special rules of order the Corporation may adopt will govern the meetings and activities of O.W.H.A.
- B. Only one issue may be open for discussion at any one time.
- C. The presiding officer will open an issue for discussion by stating the issue and declaring that the issue is open for discussion. The presiding officer will allow a brief time for discussion and debate to clarify the issue and then the presiding officer will ask for a motion and a second of the motion. If the issue has a motion and a second, the presiding officer will allow a brief time for debate before calling for a vote on the issue. The presiding officer will restate the issue and call for a raising of hands for the issue, then a raising of hands against the issue. The presiding officer and one other officer will count the hands raised. The presiding officer will declare the issue as either passed or failed.
- D. Before a member can ask to open an issue, address the assembly in debate, or make a motion, it is necessary that the member should obtain the floor from the presiding officer.
- E. A member will not interrupt a debate without the presiding officer recognizing them and yielding the floor to them.
- F. If two (2) or more members rise to speak at the same time, the presiding officer will decide which is entitled to the floor and recognize that person.
- G. A member when speaking will confine him or herself to the issue open for debate and avoid all personal and/or sarcastic language.

- H. The regular order of business may be suspended to handle a pressing issue or problem or to conduct a short meeting. The motion to suspend the regular order, a second of the motion, and a two-thirds majority vote of the members present is required to suspend the regular order of business.
- I. Any member having made a motion may withdraw the motion with the consent of his or her second as long as the motion has not been debated. A motion once debated cannot be withdrawn except by a majority vote.
- J. Any member shall state the point of order, and the presiding officer will decide the same without debate.
- K. The presiding officer will vote only in case of a tie.

## **ARTICLE X: GENERAL REGULATIONS AND RULES OF THE SHOW**

### **Section 1: PURPOSE:**

General Corporation rules and Show rules will be established, updated, and observed by all persons in attendance at any Corporation function, meeting, horse show, or event.

### **Section 2: MAINTENANCE:**

All show rules will be reviewed annually. Updates and revisions will be completed before March 1st of a calendar year so they may be finished and entered into the rulebook and minutes before the start of the next show season. All updates and revisions must be approved at a general membership meeting by a majority vote.

### **Section 3: HORSE SHOW RULE BOOK:**

The Horse Show Rule Book will be a separate document from these Bylaws so that the Horse Show Rule Book may be updated without revising these Bylaws.

## **ARTICLE XI: AMENDMENTS TO THE BYLAWS**

Any and all amendments to the Bylaws may be done by a majority vote of the membership present after membership has been given thirty (30) days notice that a proposed change will be presented. The President may vote on any proposed changes. In the event of a tie vote on any such proposals, the President may vote again to break the tie. Officers of Ohio Western Horse Association Inc. at the time of this revision:

President:	Cliff Rempfer
1st Vice President:	Ashley Gossard
2nd Vice President:	Kim Haines
Recording Secretary:	Amy Joseph
Treasurer:	Gina Lee
Membership/Point Secretary:	Dennis Lee
News Letter Editor:	Scott Niekamp
Youth Advisor:	Brenda Brooks
Trustees:	Geoff Brooks, Alesia Martin, Amy Lee, Lisa Maag, Gwen Clymer, Laura Gossard, Geoff Oates, Pam Post, Ron Rohrbach
Youth President:	Chelsie Crum