

**LONG ISLAND CHAPTER
PROFESSIONAL HORSEMEN'S ASSOCIATION OF AMERICA**

**BY-LAWS
AS REVISED IN 2007**

ARTICLE I - NAME

The name of this organization shall be the:
Long Island Chapter Professional Horsemen's Association of America.

ARTICLE II - PURPOSE

- 1.) To provide assistance to Professional members in time of need within limits established by this Chapter's membership.
- 2.) To provide a death benefit to Professional members according to the amount and criteria established by this Chapter.
- 3.) To establish and administer a scholarship program for Professional, Associate and Junior members.
- 4.) To sponsor clinics, forums or seminars as educational activities to aid in the protection, care, training and use of horses and ponies.
- 5.) To promote and foster interest in the horse industry and promote the care and protection of horses through education at local and state levels
- 6.) To represent professional horsemen, owners and exhibitors by encouraging high standards for horse shows.
- 7.) To offer consultation and encouragement to show managers for the improvement of shows.
- 8.) To encourage good sportsmanship among Chapter members.

ARTICLE III - MEMBERSHIP

Section 1) There shall be five classes of membership:

- (a.) **Life member**: Anyone supporting the Association's scholarship fund with the donation of seven hundred fifty dollars (\$750) or whatever Life Membership amount may be set by the National Association in the future.
- (b.) **Professional Member**: Any person who derives an income from an equine related business or profession and who is acceptable to the Membership committee.

(c.) Lifetime Professional Member: Professional members who are over sixty-five (65) years of age and have been Professional members in good standing for twenty (20) years. They are exempt from paying dues.

(d.) Associate Member: Those persons 18 years of age or older who do not qualify as a Professional member, but own, show or have owned and shown horses and who desire a vote in the affairs of the Association. These members in good standing shall have a vote on all items including elections.

(e.) Junior Associate Members: Persons under 18 years of age as of December 1 of the membership year. They are entitled to vote on matters that are brought up at Junior PHA meetings.

Section 2.) Applications

(a.) Applications for membership shall be made in writing on printed forms signed by the applicant and submitted to the Treasurer. The applicant shall show that he or she has the necessary qualifications for the applied membership and will accompany the application with the full amount of annual dues. Dues will be refunded, if the application is not accepted.

(b.) New Professional applicants shall be officially recorded as members after the review of their application by the Membership committee, which must take place within thirty (30) days of the application's date, and the subsequent approval by the Chapter's members of the committee recommendation. The Professional member's registration date will then be recorded as the date shown on their application .

(c.) Any previous Professional member who has been out of the Association for a period of one (1) year or more must pay all back dues or make application as a new member, if he wishes to rejoin the Association. The Professional member paying back dues shall regain all membership benefits after a period of not less than three (3) months.

Section 3.) Rejection or Revocation of Membership

(a.) The Chapter members, by a two-thirds vote of those present at a regularly scheduled meeting, may reject the application for membership of any applicant, if deemed it is in the best interest of the association.

(b.) The Chapter members may, by a two-thirds vote of those present at a regularly called meeting, revoke or suspend membership of any member who has, in their opinion, been guilty of conduct detrimental or prejudicial to the best interest of the Association.

Section 4.) Membership dues shall be established by the membership and are subject to change.

Section 5.) The Fiscal year shall be from January 1st to December 31st.

ARTICLE IV - CHAPTER OFFICERS

Section 1.) The Officers of this Chapter shall be the President, Vice-President, Treasurer, Recording Secretary. It is preferable that these four Officers be Professional Members in good standing.

A Corresponding Secretary may be appointed, but is not to be considered an Officer of the Chapter.

Section 2.) The President shall call and preside at all meetings of the Chapter, shall appoint Chairman of all standing and special committees. The President shall be an ex-officio member of all committees, except the Nominating committee. The President may delegate any of his/her duties to and require assistance from any elected officers.

Section 3.) The Vice-President shall perform all the duties delegated to him/her by the President and will assume the duties and obligations of the President when the President is not present at meetings. The Vice-President will be an ex-officio member of the Board and all committees, except Nominating.

Section 4.) The Treasurer shall collect all dues and record the date on which each member's dues were paid in order to provide this information to the Nominating Committee. The Treasurer shall deposit all the Chapter's funds into the Chapter's checking account or insured, interest-bearing savings instrument, keep all financial accounts of the Association and present a financial accounting at each meeting.

The Treasurer shall pay all bills of the Chapter, provided they have been certified in writing as correct by the person contracting the expenditure.

Section 5.) The Recording Secretary shall keep a record of all proceedings of the Association and distribute the minutes at each meeting and shall be the keeper of all Association documents and records, including the Chapter's Membership rolls and the PHA Medal competition; shall report to the National Secretary all election results not later than ten days after the election; shall also report all Board of Director appointments within ten days and submit a list before March 1st of each year.

Section 6.) The Corresponding Secretary shall handle all correspondence of the Association and shall send out all official notices of meetings with an agenda noting the major business for each meeting.

Section 7.) All officers shall be elected to serve a term of office for two years.

Elected officers shall begin their terms effective January 1st.

No President shall serve more than two consecutive terms in that office.

All other officers may succeed themselves.

Section 8.) Should a vacancy occur in any Officer position, the Board of Directors, by a majority vote, is empowered to fill the vacancy by appointment. Such appointee shall serve until the next scheduled election.

Section 9.) An insurance policy shall be purchased for the purpose of providing the Chapter's elected officers with indemnification against any financial loss.

ARTICLE V - VOTING

Section 1.) Nominations for Chapter officer positions will take place during the October meeting.

All members will be notified of the nominated slates by October 15th.

Section 2.) The elections will take place during the November meeting which will provide ample transition time for the new officers to begin their administration starting January 1st.

Section 3.) (a.) Nominations may be made by any member whose dues are up to date as verified by the Treasurer's records.

(b.) No person shall be nominated or elected until they have been a paid member for the two consecutive years prior to the election year according to the Treasurer's records.

(c.) Nominations may be made from the floor during the November meeting

Section 4.) Voting for the Chapter's Officers shall be restricted to Life, Life Professional, Professional and Associate members whose dues payments have been recorded by the Treasurer as having been received six (6) months prior to the date of the election. A member's date of enrollment will be the date upon which his membership application is received by the Treasurer

Section 5.) Voting will be in-person and by mailed votes received by the Nomination-Election committee prior to the counting of ballots. Proxy votes will not be allowed.

Section 6.) The Treasurer shall provide the Election committee with a list of qualified voters and the individually assigned registration number of each voter. Only the ballots mailed by the Secretary, accompanied by a numbered envelope, registered to the qualified member, will be counted as valid. No ballot copied from a web site will be counted.

Section 7.) All mailed ballots shall be returned unsigned in the pre-registered, numbered envelope. The envelope will remain sealed until checked for validity by the Committee. After being opened, the envelopes will be separated from the ballots in order to provide anonymity for the voter.

Section 8.) The candidate receiving the greater number of votes will be the winner. Each candidate may personally, or by a representative appointed by the candidate, watch the vote count and check the report of the ballot tellers.

Section 9.) The Election Committee shall report to the Secretary the number of qualified votes cast and the results of the final count. These will be recorded into the minutes of the meeting.

ARTICLE VI - CHAPTER BOARD MEMBERS

Section 1.) Each Chapter is entitled to have one representative to the National Board of Directors for each twelve (12), or fraction thereof, Professional members in good standing. The number of Board members will be based on the Treasurer's report of Professional members in good standing as March 1st of each year.

Section 2.) These Directors will be appointed annually by the Chapter and a listing thereof rendered to the National Secretary. The President, Vice-President, Treasurer and Recording Secretary are ex-officio members of the Chapter's Board.

Section 3.) Each Chapter must be represented by a Director at a National meeting at least once each year.

Section 4.) Each Chapter is entitled to send one Director to all National Director's meetings with traveling expenses paid by the National.

ARTICLE VII - MEETINGS

Section 1.) Regular meetings of the Chapter's membership shall be held at least six times a year.

The time, date and place of the meetings shall be set by a two-thirds vote of members present at the preceding meeting.

Section 2.) Special meetings of the membership may be called either by the President or the Board of Directors or by written request of seven Professional members. The time and place of such meeting shall be within fifteen days of the filing of the petition with the President.

Section 3.) Notice of regular or special meetings shall be by E-mail to all members not less than seven (7) days before the meeting.

Section 4.) A Quorum consisting of at least eight (8) Professional or Associate voting members must be present in person at a scheduled meeting for the transaction of business.

Section 5.) The order of business at regular meetings shall be as follows:

1. Minutes of previous meeting
2. Treasurer's report
3. Reports of officers
4. Reports of committees
5. Old business
6. New business
7. Adjournment

ARTICLE VIII - STANDING COMMITTEES

This Chapter shall have the following standing committees:

Section 1.) Membership Committee

The Membership Committee shall develop and implement a program to encourage membership in the Association. They will review all applications for Professional membership and render a report of their findings to the membership at a regular meeting.

Section 2.) By-Laws Committee

This committee shall review the National Association's constitution and by-laws and recommend any changes pertinent to the Chapter's by-laws. It will receive and study suggestions from Chapter members and bring them to discussion at membership meetings.

(Section 3.) Aid to Members Committee

This committee shall investigate all reported situations and review the need to provide financial aid to needy Professional members and recommend action as provided in Article IX of these By-laws or such alternative action as the committee deems appropriate to the situation.

Section 4.) Horse Show Committee

(a.) Shall include the Manager and others who will select the location, classes, the time schedule, prepare the prize list, contract with the judges, solicit sponsor funding and help with all the logistics and arrangements necessary for the show.

(b.) The purpose of the horse show is to provide funding for the LIPHA's death benefits, aid to members, scholarships and educational activities. There is to be no funding to any other organization or individual: the sole beneficiaries shall be the PHA and the LIPHA.

Section 5.) Dinner Dance Committee

(a.) Shall recommend a location for the event, negotiate the cost, handle all pertinent arrangements and send the invitations, with a liaison to the Long Island High Score Awards Association. The committee shall present all contracts to the President for approval and official signature.

(b.) Any proceeds from the dinner dance will be designated for the LIPHA's death benefits, aid to members, scholarships and educational activities. There is to be no funding to any other organization or individual: the sole beneficiaries shall be the PHA and the LIPHA.

Section 6.) Nominating-Election Committee

Shall canvass all current and potential office holders, secure their willingness to serve, determine their eligibility, prepare a ballot for the elections, receive all votes and check their validity and count the ballots.

Section 7.) Trophy Committee

Shall receive recommendations and research each nominee's background and, if deemed worthy, select an award winner. Award criteria should include, but not be limited to, achievement, contribution, service or sportsmanship. The committee shall arrange for the purchase of the permanent and or replica trophy and the inscription of the recipient's name.

Section 8.) Scholarship Committee

Shall administer the Scholarship awards by soliciting, receiving and screening applications, certifying eligibility and making finalist recommendations to the membership.

Section 9.) Junior Committee

This committee shall have the responsibility of encouraging Junior membership and to advise, assist and coordinate Junior PHA programs and awards.

ARTICLE IX - AID TO MEMBERS

Section 1.) The Aid-to-Members committee shall investigate applications and requests for financial aid to sick and injured Professional members in good standing. A Professional member must have passed one year (12 months) of membership before they shall be eligible for any benefit from the Association.

Section 2.) Upon acceptance of the committee's findings, and with membership approval, the amount of aid shall be \$100.00 per each week, if needed, for a period of six months, beginning after the first week in which the member is unable to perform their professional duties. The aid payments will be made at the end of each month. At each meeting the Aid Committee shall report to the membership the condition of the aid recipient.

Section 3.) After the sixth month the committee shall present a review regarding an extension of benefits for an additional six months, if needed by the disabled member. Any granting of aid beyond twelve consecutive months shall be awarded upon majority vote at a membership meeting provided adequate funds are available.

Section 4.) In the event of an extraordinary accident, illness or circumstance the membership may vote an extraordinary monetary award.

Section 5.) The Chapter will pay a member's dues, if there is a financial hardship.

Section 6.) The benefits given by this Chapter may be matched by the National P.H.A.

ARTICLE X - DEATH BENEFITS

Section 1.) The Chapter offers each of its Professional members, of more than five (5) years in good standing, a thirty five hundred dollar (\$3,500) death benefit payable to the spouse or immediate family of the Professional member.

Section 2.) In the event of the death of a Professional member within the first five (5) years of consecutive membership, the death benefit shall be two thousand dollars (\$2,000).

Section 3.) A death certificate and named beneficiary must be submitted to the National PHA secretary in order to receive a benefit payment from the National PHA.

ARTICLE XI - SCHOLARSHIP FUND

Section 1.) One of the primary goals of the PHA is education. To achieve this goal the Chapter may offer scholarships to Professional, Associate and Junior members for verified, in person, full time attendance for undergraduate study at an accredited two or four year institution. Applications may be made for each year of their undergraduate studies to a maximum of four (4) years. These scholarship tuition funds can not be used to purchase riding equipment, pay for training lessons, entry fees for shows or other show expenses.

Section 2.) The amount of funds available for the yearly scholarships shall be determined by the Treasurer and the Finance committee and approved by membership vote. The number and amount of the scholarships shall be decided by the Scholarship committee and presented to the Chapter's Board of Directors for approval.

Section 3.) To qualify for a scholarship a candidate must:

- (a.) Must be a current a member in good standing for at least two consecutive years.
If the second year of membership is the year in which the application is made, the membership dues must be received by the Treasurer before February 1st of that year.
- (b.) Submit an application by May 31st of each year.
- (c.) Write an essay, not to exceed 500 words, explaining why he or she should receive a scholarship and how it will further their career.
- (d.) Provide two letters of recommendation supporting his or her level of motivation and probability for success in their chosen profession.
- (e.) Provide transcripts, if requested by the committee.
- (f.) Must be available for a personal interview with the Scholarship committee.

ARTICLE XII - CHAPTER FUNDS

Section 1.) The Treasurer shall deposit the Chapter's funds in the name of the "Long Island Chapter Professional Horsemen's Association" in a bank approved by the Chapter's members.

Section 2.) The Chapter's investment philosophy shall be a conservative one seeking growth or income without any loss of principle.

Section 3.) Withdrawals from the checking account, in any amount, must have two signatures from either the Treasurer, President or Vice President.

Section 4.) Any withdrawal from the Money Market or redemption of a Certificate of Deposit or any other investment instrument must have the signatures of two of the above mentioned officers as they are recorded with the bank.

Section 5.) Accumulation of funds in the checking account shall normally be limited to twenty thousand dollars (\$20,000), except in the case of large, anticipated expenditures in excess of that amount. Funds in excess of that amount shall be placed into an insured, interest bearing account.

Section 6.) Transfer of funds to any new bank or any new banking instrument shall be made only with the notification to, and with the approval of, the Chapter members.

Section 7.) A year-end statement reviewing the Chapter's investments shall be prepared for a membership meeting in the first quarter of the new fiscal year.

Section 8.) A yearly audit of checking, savings accounts and other instruments shall be made by an authorized auditing firm or jointly by the Officers and two members-at-large of the Chapter.

Section 9.) The yearly tax returns shall be prepared by an appointed accounting firm.

ARTICLE XIII – NATIONAL MEETINGS

Section 1.) Chapter officers or Board members who travel over fifty miles to a National Association meeting shall be reimbursed for reasonable travel expenses.

Section 2.) The Chapter's Board of Directors shall designate one representative to attend the annual convention of the United States Equestrian Federation (USEF) and one representative to attend the annual convention of the United States Hunter Jumper Association (USHJA).

Section 3.) The Chapter shall pay for the registration fee, transportation cost and hotel room of each representative. In addition, a per diem in the amount of fifty dollars (\$50) shall be paid for each day of travel and meeting attendance. Reimbursement of expenses will be made only upon the presentation of receipts to the Treasurer.

Section 4.) Should the Board of Directors determine that it is necessary to have a second representative at these conventions or have representation at extraordinary meetings of the USEF or USHJA they may, after consultation with the Treasurer and Finance Committee, approve such representation with the reimbursement of expenses as stated in Section 2.

Section 5.) Each representative shall prepare a written report of the decisions, comments and concerns of the committee meetings they attended. The report will be filed with the Secretary and made available for members to hear or read.

ARTICLE XIV - DISSOLUTION OF CHAPTER

The Constitution of the Professional Horsemen's Association of America, Inc. states "A minimum of twelve Professional members are necessary to form a new Chapter".

Section 1.) In the event that this Chapter's number of Professional members in good standing and Life Professional members totals less than twelve (12), the Chapter will no longer qualify to be recognized by the National organization as a Branch Chapter. Dissolution of the Chapter will nullify the matching aid funds supplied by the National.

Section 2.) Should this Chapter cease to operate, as constitutionally specified, and dissolve, all of its accumulated funds will be dispensed in the following manner. The funds from all of its accounts and instruments will be placed into the checking fund. After all outstanding bills have been paid, each of the Professional and Life Professional members in good standing for the period of two (2) years at the time of dissolution will each receive the equivalent of a death benefit payment of thirty five hundred dollars (\$3,500.00) This amount shall be placed in escrow with the National PHA, to be released to the deceased Professional's survivors upon presentation of a death certificate.

Section 3.) The funds remaining shall be forwarded to the National PHA with the following stipulations:

(a.) That these funds from the Chapter will be placed into the National PHA Scholarship fund as interest bearing principal, from which only the interest may be withdrawn:

(b.) In the event that the Long Island Chapter is revived, the National Association would promise to return to the Chapter as, a "seed fund", the sum of twenty five thousand dollars (\$25,000), or whatever lesser amount is available from the Long Island Chapter's donation to the National's Scholarship fund. This arrangement shall be made in writing and signed by the National's President with a copy permanently retained by the Chapter's last Chairman and Secretary.

ARTICLE XV - AMENDMENTS

These By-laws may be amended or repealed by a two-thirds (2/3) vote of the members present at any meeting, provided the notice of the meeting at which a change in the By-laws is to be acted upon shall contain a detailed statement of the proposed change.

