

Islip Horsemen's Association, Inc.
Constitution and By-Laws

Islip Horsemen's Association, Inc.

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Welcome to the Islip Horsemen's Association

The Islip Horsemen's Association (IHA) was founded in 1970 and was incorporated in 1971. With the time and effort of our membership, IHA has come a long way since then. Our shows have expanded in number of classes, as well as participants, and we have been able to put on more shows each year, as well as working with the Town of Islip Horse Ordinance.

Our membership meetings sponsor guest speakers, movies, slides and other educational programs for novice, youth and experienced horse owners.

We have many members who are educated horse owners who are willing to share their experience and help any member interested in getting the most out of horse ownership.

The IHA has several other activities besides its Dressage, English, Gymkhana and Western horse shows: trail rides, equestrian clinics, trips to Equine Affaire, participation in holiday parades, the Annual Awards Dinner Dance, and an annual swap meet.

The IHA Youth Group is a group of young equestrians 17 years old and under. The Youth Group meets during our general meetings under the supervision of the Youth Group Advisor. Activities encompass a wide variety of equine-related educational information as well as fun outings, too. The Youth Group learns the ropes of horse showing by running the annual Jack Benny Horse Show.

IHA also has its own drill team, the “Spirit of Long Island Mounted Drill Team[t]”, which was established in 1978. The drill team performs synchronized and choreographed maneuvers to music at many venues throughout the year, including The Belmont Horse Festival, Suffolk County Fair, and the Northport Veterans’ Hospital, to name a few. Today, the Spirit of Long Island Mounted Drill Team[t] practices weekly with its season beginning in March with walking practices and April through October, weather permitting, for riding practices.

Anyone interested in joining the Association, whether it be to attend meetings and learn about horse care, to be eligible for year-end awards, join the Spirit of Long Island Mounted Drill Team[t] or just to receive our monthly IHA Newsletter, write:

Islip Horsemen's Association
P.O. Box 39
East Islip, NY 11730

Competitive Point System

The number of points earned in a class depends on the number of riders who have paid and entered the ring. Below is a chart that will most easily describe the point system:

	1st Place	**2nd Place**	**3rd Place**	**4th Place**	**5th Place**	**6th Place**
Points Earned Regardless of # of Riders In A Class	7	5	4	3	2	1

*Rule regarding two (2) riders in a class may vary for each discipline. Refer to discipline's prize book for rules and regulations.

In the case of a tie, class/division placement shall be awarded to the rider with the highest number of 1st place placings. If the riders are still tied, then the number of 2nd place placings, then 3rd place placings, and so on, until the tie is broken. If the tie cannot be broken by the above method, the Show Committee shall use whatever method it chooses to break the tie. If all remedies have been exhausted, then a tie will be declared.

Constitution of the
Islip Horsemen's Association, Inc.
A corporation existing under Section 402 of the Not-For-Profit Corporation Law of the State of New York

Article I
Name

The name of the organization shall be Islip Horsemen's Association, Inc. (the Association).

Article II
Offices

A. The principal office of the Association shall be in the Town of Islip, Suffolk County, New York.

B. The Association may also have offices at such other places as the Board of Directors may from time to time determine the business of the Association may require.

Article III
Purpose

A. The purpose for which the Association was founded was to:

- promote the health and welfare of horses;
- present information of interest to horse owners;
- encourage group activities;
- lend support wherever necessary for the protection of the rights of horse owners, riders and horses;
- promote good relations in the community directed to the understanding of mutual problems and their equitable solution;
- educate its members and the community at large in the maintenance, care, housing and treatment of horses;
- educate its members in the art of horsemanship and in all other allied activities;
- generally foster and promote good horsemanship, sportsmanship and ownership;
- uphold the terms and conditions of the Special Use Permit (Stewardship Agreement) by and between the County of Suffolk through the Department of Parks and Islip Horsemen's Association, dated 9/26/2019, for the upkeep of the Bohemia Equestrian Center.

B. The motto of the Association shall be "Good Horsemen Make Good Neighbors."

ARTICLE IV
Officers and Board of Directors

Officers:

A. The Officers of the Association shall be the President, 1st Vice President, 2nd Vice

President, Recording Secretary, Treasurer, Coordinating Secretary and Newsletter Editor, each of whom must be eighteen (18) years of age or older.

Board of Directors:

A. The Board of Directors shall consist of the President, 1st Vice President, 2nd Vice President, Recording Secretary, Treasurer, Coordinating Secretary and Newsletter Editor, and there shall be four (4) Directors ~~s~~elected from the membership.

B. The business of this Association between meetings shall be managed by its Board of Directors that may exercise all such powers of the Association and do all such lawful things as are required to be exercised or done except for extraordinary expenditures or agreements which must be presented to the general membership. Meetings of the Board of Directors shall be held on the third (3rd) Monday of each month at a time and place designated for such a meeting. At least six (6) Board members are required to establish a quorum to conduct the business of the Association.

C. The Board of Directors shall meet at least once in each quarter of the business year, and at such additional times as it deems advisable.

D. The Board of Directors shall have the power to form committees and to appoint and/or replace all committee chairmen and appointees.

E. The Board of Directors shall fill vacancies in its own membership and any other elected office until such vacancy shall have been filled at the next annual election.

F. The Board of Directors shall have the authority to sell or purchase any and all property to be used in the conduct of the Association business. Any purchases over the amount of seven hundred and fifty ($750.00) dollars shall require approval by a simple majority vote of the membership present and voting at such meeting pursuant to Article II (D) of the By-Laws. V(D) I(A) and (F)

G. At least one (1) Board of Director shall be on a committee. All Board members should participate in all IHA activities and special events (i.e., clinics, ride-ins, fundraisers, etc.).

H. Absence from three (3) meetings by Officers or Board of Directors without notifying the President may constitute grounds for removal from office. Removal from office for any cause may be affected only by the action of the Board of Directors.

Article V
Youth Group

The Islip Horsemen's Association, Inc.'s, Youth Group are members in good standing of the Association who are seventeen (17) years of age and younger. The purpose of the Youth Group includes but is not limited to the promotion of the education of its members on the basics of horse care and safety; to encourage its members to work together to promote good horsemanship and sportsmanship; to support one another by working as a team; and hold fundraising events to support the group.

Article VI
Spirit of Long Island Mounted Drill Team[t]

The Islip Horsemen's Association, Inc.'s, Spirit of Long Island Mounted Drill Team[t] (Drill Team), is an affiliate of the Association comprised of members who perform synchronized, choreographed drills, and ceremonial performances to music. The Drill Team is an equestrian team discipline whose purpose is to entertain and demonstrate sportsmanship, horsemanship, teamwork, and dedication to their discipline. The Drill Team Manual shall serve as a guideline for all Drill Team members. Drill Team members shall be considered ambassadors of the Association and shall conduct themselves in a professional manner when performing and interacting with the public when representing the Association.

Article VII
Dissolution

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization(s) organized and operated exclusively for agricultural purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Article VIII
Amendments

This constitution may be amended by a majority vote of the entire Board of Directors at a meeting duly called for that purpose, then brought before the members at a regular meeting, provided ten (10) days' notice of all proposed amendments has been given to all Association members.

By-Laws of the
Islip Horsemen's Association

Article I
Membership

A. Membership shall be open to all persons who subscribe to and support the objectives of the Association, abide by the by-laws, rules and regulations of the Association and who assist in the objectives of the Association. Any person may become a member upon application to the Membership committee and payment of dues, which shall constitute the person(s) to be a member(s) in good standing. Membership shall be evidenced by the current membership roll of the Association.

B. The Association shall have the following membership categories with the listed qualifications:

   I. Adult Individual – individual members 18 years of age and older;
   II. Youth Individual – individual members 17 years of age and under as of December 1 of the previous year;
   III. Family – one or more parents, or partners (married or domestic) and children 17 years of age and under as of December 1 of the previous year, living in the same household. Any household member who is 18 years of age and over must apply for an adult individual membership.

C. Application. Applications for membership must be made on the application form provided by the Association, which shall include the address of the applicant, email address, and any other pertinent information which may be helpful to the Association.

D. Dues. Annual Dues shall be posted on the current membership application. Dues are payable upon admission to the Association and yearly thereafter on January 1st. Dues are non-refundable regardless of the date of the application and whether the member chooses or not to participate in the activities, shows or events offered by the Association.

E. Resignation. Any member may withdraw from the Association after fulfilling all obligations to it by giving written notice of such intentions to the Recording Secretary, which notice shall be presented to the Board of Directors at the first meeting after its receipt.

F. Voting. In all matters governed by the vote of the members, any member in good standing shall be entitled to vote as established by the Board of Directors, with the exception of youth members and family members 17 years of age and under, who will not be permitted to vote. No absentee or voting by proxy shall be permitted at any membership meeting.

G. Youth Group. Each youth member in good standing who is seventeen (17) years of age and under as of December 1 of the previous year shall be eligible to be a member of the Youth Group and shall enjoy all privileges of the Association.

H. Honorary Members. The Board of Directors may designate certain individuals as

Honorary Members with the approval of the membership by secret ballot. Any Honorary Member is a non-voting member who may still enjoy all the privileges of the Association without paying dues.

I. Youth Members. Youth members who are 17 years of age and under on December 1 of the previous year must be accompanied by a parent, or an adult designated by the parent as the person responsible for the youth, to all Association functions and events, including but not limited to horse shows, clinics, fundraisers, etc., for the duration of the functions or events.

J. Representation. No member shall profess to represent the ~~Islip Horsemen's~~ Association in any matter without the prior approval of the Board of Directors. Such an act shall be grounds for immediate dismissal.

K. Suspension, Expulsion, or Impeachment. A member or honorary member may be suspended or expelled from the Association, or an Officer or Board Member may be impeached, for violation of the By-Laws or for conduct prejudicial to the best interests of the Association. This action may be taken by vote of the Board of Directors provided a statement of charges shall have been mailed by certified mail, return receipt requested, to the member at their last recorded address at least fifteen (15) days before final action is taken. The mailed statement shall give notice of the time and place where the Board of Directors is to meet and take final action. The member shall be given an opportunity to present a defense at the time and place mentioned in such notice.

L. Code of Conduct. Members, directors, officers, committee members, volunteers and participants in any and all Association events and activities shall conduct themselves with respect, professionalism, and civility in all Association-related matters. Harassment, intimidation, bullying, retaliation or abusive conduct directed toward the Board of Directors, any committee, individual directors, committee members, officers, volunteers or other members through text messages, direct messages, emails or phone apps as well as social media public, private posts, comments, tags or shared media on other platforms is prohibited and shall be subject to action by the Board of Directors as outlined in Section K above regarding suspension or expulsion from the Association.

Article II
Meetings

A. There shall be a general membership meeting held on the fourth (4^{th}) Tuesday of every month unless determined otherwise by the President or Board of Directors to be in the best interest of the Association. Notification for general membership meetings shall be posted in the IHA newsletter, on the IHA social media page, through electronic mailings and**/or** on the IHA website. Notices shall include the date, place and time as the Board of Directors shall authorize. Notification of meetings shall state whether it is a general or special meeting. If a special meeting is called, the notice shall state the purpose for which the meeting is being called and business transacted at the special meeting shall be confined to the purpose in the special meeting notice.

B. Special meetings of members for any purpose may be called by resolution of the Board of Directors, or at the request, in writing, of a member or members directed to and approved by the Board of Directors. Such request shall state the purpose or

purposes of the special meeting.

C. There shall be a general membership meeting held in the month of October or November in each year which shall be known as the Annual Meeting for Election of Officers, receiving annual reports of Officers and Committees and for any other business that may arise.

D. Quorum. At any general membership or special meeting duly called, a simple majority of members in good standing pursuant to Article I(F) present and voting at such meeting shall constitute a quorum and may transact any business of the meeting for which a vote is required.

ARTICLE III
Order of Business

A. Call the meeting to order
B. Reading of the minutes of the previous meeting
C. Treasurer's report
D. Communications and notices received
E. Reading of reports and statements
F. Old Business
G. New Business
H. Adjournment

Article IV
Fiscal Year; Finance

A. The fiscal year shall commence from January 1st and end December 31st.

B. All checks or demands for money of the Association shall be signed by the Treasurer or, in case of his/her absence or disability, the President of the Association.

C. All monies received from any activity, event, fundraiser or function from any committee must be deposited with the Treasurer of the Association within ten (10) days of the activity, event, fundraiser or function.

D. No reimbursements shall be made to any individual without a proper receipt or invoice being presented to the Treasurer for payment. The Treasurer may refuse reimbursement until the proper receipt or invoice is presented.

E. A $25.00 processing fee shall be charged for any returned check.

Article V
Election of Officers and Directors

A. The Officers and, on alternate years, the Directors of the Association, shall be elected for a term of two (2) years at every other annual meeting and shall hold office for two (2) years or until their successor(s) is/are chosen and qualify in their stead. The same person may hold no Officer or Director position for more than three (3) consecutive terms.

B. Nominations. Nominations for Officers and Board of Directors shall be made during the September general meeting. Any member eighteen (18) years of age or older may be nominated to the slate. After all nominations have been made for expiring officers or directors pursuant to the terms stated above, nominations will be closed.

C. Election of Officers and Directors shall be held at the annual meeting in October or November for which due notice shall be given. Election to each office shall be by a simple majority vote representing a quorum pursuant to Article I(A) and (F)V(D) of those present and voting by ballot.

D. No Officer or Board of Director may hold more than one (1) position either as an Officer or Board of Director.

E. Any current Officer or Director may run for another position. If defeated, he/she will still maintain their current position. If elected, their vacant position will be filled by the Board of Directors.

ARTICLE VI
DUTIES OF OFFICERS & BOARD OF DIRECTORS

President

The President shall be the principal officer of the Association and preside at all meetings of the Association and the Board of Directors; he/she shall be ex-officio member of all committees, except the Nominating Committee. The President, or his/her authorized designee, shall execute all contracts, agreements, and other instruments on behalf of the Association and perform such duties usual to the office of President.

1st Vice President

The 1st Vice President, in the absence or disability of the President, shall perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors prescribes. He/She shall assist the President in such duties as the President will assign.

2nd Vice President

The 2nd Vice President, in the absence of the 1st Vice President, shall perform his/her duties and perform such duties as the Board of Directors shall prescribe. The 2nd Vice President shall assist the 1st Vice president in his/her duties.

Recording Secretary

The Recording Secretary shall attend all sessions of the Board and all meetings of the members and record all votes and the minutes of all proceedings in a book to be kept for this purpose.

Treasurer

a. The Treasurer shall have custody of the Association funds and keep a full and accurate account of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. He/She shall render to the President and Directors at regular meetings of the Board, or

whenever they may require it, an account of the financial condition of the Association. The Treasurer's account shall be examined annually by a certified public accountant who, satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report.

b. Bills of sale and receipts for all property of the Association shall be held by the Treasurer in the name of the Association.

Coordinating Secretary

The Coordinating Secretary shall be responsible for all scheduling, planning and cancelling of board, general, and special meetings.

Newsletter Editor

The Newsletter Editor shall give or cause to be given notice of all meetings of the Association to the members in writing through the monthly newsletter and social media page.

Four Board Members

Four (4) Board Members shall be elected from the general membership, whose duties shall be delegated by the President as to the needs of the Association.

Article VII
Committees

A. Committees may include, but not be limited to, Membership Committee, Nominating Committee, Show Committees (Dressage, English, Gymkhana, and Western), Drill Team Committee, and Election Committee, whose Chairmen shall be designated by the Board of Directors. Committees that have a fiduciary responsibility (including but not limited to, collection of entry fees, fundraising monies, clinic fees, etc.) shall have a Board of Director as its Chairman, who shall forward all funds to the Treasurer within ten (10) days of their event or close of fundraising.

A. Show Committees – The Show Committees provide guidance and promotion of the Association-sponsored shows in accordance with the show rules and regulations as described in each discipline's prize book. A copy of the Association Show Committees' Guidelines shall be given to each Chairman of the Show Committee. Committees, from time to time, may need to address cancellations and/or additions, changes, corrections, errors and clarifications regarding the rules and regulations governing each committee's discipline. Acceptable forms for notification of the above may be made by posting on any of the following: IHA website, email, newsletter and/or social media pages. Revisions via any of the afore-mentioned media shall supersede those in the prizebook. It shall be the exhibitor's responsibility to keep informed regarding the above and the committee's responsibility ends with notification via any of the above media outlets. You are encouraged to "Like" and "Follow" your respective discipline's Facebook page to keep current on posts regarding the show series.

B. Drill Team Committee – The Drill Team committee shall oversee the administrative duties of the Drill Team. A copy of the Association's Drill Team Committee guidelines shall be given to the Chairman of the Drill Team Committee.

C. There shall be such special committees as the Board may, from time to time, deem necessary to carry out the purpose of the Association, the Chairman of which shall be designated by the Board, the term of which shall be at the discretion of the Board.

D. Chairmen of all committees shall report all changes to prize book rules and regulations and the Drill Team manual first to the Board for approval as required and shall report the changes to the Association at the succeeding general membership meeting.

E. Chairmen of standing committees shall serve from time of appointment until the next ensuing annual election meeting.

F. Vacancy in the Chairmanship of a committee shall be filled by the appointment of the Board of Directors.

Article VIII
Youth Group Advisor

A. The purpose of the Youth Group Advisor is to oversee the Youth Group and to advise in such matters as horse shows, outings, fundraising, etc. The Youth Group Advisor shall forward a written monthly report to the Board of Directors. The report shall include any requests for the expenditure of funds which shall be voted on by the Board.

B. The Youth Group Advisor shall be appointed by the Board for a one-(1) year term. In October prior to the expiration of the Youth Group Advisor's term, the Youth Group Advisor may extend his/her position of Youth Group Advisor with the approval of the Board of Directors. The appointment shall be made at the Board of Directors' organizational meeting in January of the following year.

C. The Youth Group shall elect officers at its first meeting in January of the current year. Officers shall be President, Vice President, Secretary and Treasurer. Officers shall serve for a term of one (1) year. The election of officers within the Youth Group is for educational purposes only to familiarize the Youth Group members with parliamentary procedure.

Article IX
Drill Team Coach

A. The Drill Team Coach shall be appointed by the Board of Directors for a one-(1) year term. In October prior to the expiration of the Drill Team Coach's term, the Drill Team Coach may extend his/her position of Drill Team Coach with the approval of the Board of Directors. The appointment shall be made at the Board of Directors' organizational meeting in January of the following year.

B. The guidelines for the Drill Team Coach's duties and responsibilities are outlined in the Spirit of Long Island Mounted Drill Team^{t} Manual.

Article X
Parliamentary Authority

A. The Association By-Laws shall be the authority governing the Association's meetings, Board meetings and Committee meetings. Unless otherwise stated, refer to the Roberts Rules of Order Revised.

B. A Parliamentarian may be selected by the President to assist him/her in their duties

as the presiding officer.

Article XI
Unsportsmanlike Conduct; Inhumane Treatment of Animals

A. Conduct by judges, IHA members and non-members, volunteers, exhibitors, trainers, owners (and their representatives), spectators and all other persons present on the show grounds or in show facilities shall be orderly, responsible, sportsmanlike, courteous and respectful. Direct abusive and threatening conduct while on the show grounds will not be tolerated and the offending person(s) may be asked to leave the show grounds in order to preserve the decorum of the show.

B. A violation of either of these rules will first result in a written warning from the show committee to the party(ies) involved in the initial violation, which shall also be forwarded to the IHA Board, within five (5) days of the incident; a second violation of these rules will be brought to the IHA Board for review and any action will be left up to their discretion, which may include but not be limited to removal of points earned on the date of the incident, disciplinary action and/or suspension from IHA club activities for a period of time to be determined by the IHA Board.

C. No person on show grounds, any IHA event or Drill Team performance, including but not limited to parking areas and show arena, may treat a horse in an inhumane manner. Any person treating any horse in an inhumane manner will be asked to leave the show grounds, Association event, or Drill Team performance. No refunds of any fees, if paid, will be returned.

Article XII
Miscellaneous

A. No stallions shall be permitted to compete at any Association horse show, event, activity, or Drill Team performance or on the show grounds during any Association competition or event.

B. No alcoholic beverages are permitted at Association-sponsored events, including but not limited to membership meetings, clinics, Drill Team performances, and horse shows. The exception would be the annual dinner dance and fundraising events held at a public venue.

Article XIII
Amendments toBy-Laws

These By-Laws may be amended at any general or special membership meeting for which due notice shall have been given, provided the proposed amendment or amendments shall have been introduced at the prior meeting and set fourth briefly in the notice of such general or special membership meeting. Such amendment or amendments shall be made and approved by a simple majority vote of members in good standing pursuant to Article I(A) and (F) present and voting at such meeting representing a quorum.