



**Mississippi Hunter Jumper Association**

**Constitution and Bylaws  
2021**



# MISSISSIPPI HUNTER JUMPER ASSOCIATION, Inc. CONSTITUTION

## ARTICLE I – NAME

The name of this corporation shall be the Mississippi Hunter Jumper Association, Inc.

## ARTICLE II – PURPOSE

**Section 1:** This corporation is organized exclusively for charitable and educational purposes, and to promote national and international competition, and all phases of equestrian science and activities, with special emphasis on English riding, hunter seat, jumping, combined training, horsemanship, horse care and training, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law.

**Section 2:** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for the above. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this Constitution, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law or by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law.

**Section 3:** Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner or to such organization or organizations organized and operated exclusively for charitable and

educational purposes as shall at that time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine.

### **ARTICLE III – MEMBERSHIP**

**Section 1:** The following classes of membership shall be offered: Life (Individual), Individual, and Family.

**Section 2:** Both the owner and the rider must be a member of the corporation before a horse may be eligible for points toward annual awards.

### **ARTICLE IV – DUES**

**Section 1:** The annual dues of the corporation shall be according to the type of membership as provided in the By-Laws.

**Section 2:** Membership is initiated when dues payment is received by the MHJA and is not retroactive. Dues must be current before a member may vote or hold office.

**Section 3:** Both renewals and new memberships must be received prior to the annual membership meeting for a member to be eligible to vote at the same; applications to be accompanied by payment of dues.

### **ARTICLE V – OFFICERS AND ELECTIONS**

**Section 1:** The governing body of the corporation shall be its Board of Directors, which is elected at the annual general membership meeting.

**Section 2:** From the elected Board of Directors, the general membership shall also elect the following officers: President, Vice President, Secretary and Treasurer. Show Manager, Show Secretary and other officers as deemed necessary shall be appointed by the President with the approval of the Board of Directors.

**Section 3:** Elections shall be by written ballot at the annual general membership meeting described in the By-Laws. The corporation does not recognize absentee ballots or proxy votes.

### **ARTICLE VI – MEETINGS**

**Section 1:** The corporation shall hold an annual general membership meeting, written notice (by mail or email) of which shall be given no less than fifteen (15) days prior to the appointed date.

**Section 2:** Special meeting of the general membership may be requested as described in the By-Laws.

**Section 3:** A quorum consisting of those members of the active membership present shall be necessary to conduct business at any general membership meeting.

**Section 4:** The Board of Directors shall hold regular monthly meetings, written notice of which shall be given to each Director prior to each meeting.

**Section 5:** Special meetings of the Board of Directors may be requested as described in the By-Laws.

**Section 6:** A quorum consisting of a simple majority of the elected members of the Board of Directors shall be necessary to conduct business at any meeting of the Board of Directors.

## **ARTICLE VII – GOVERNMENT**

**Section 1:** The government of the corporation shall be vested in the Board of Directors, as elected by the general membership, and consisting of the elected members, officers and Past President.

**Section 2:** The Board of Directors shall have the general management of the affairs of the corporation and make contracts in its name and on its behalf or authorize such contracts to be made by officers of the corporation providing that such contracts, individually or collectively, do not exceed the financial reserves of the corporation.

**Section 3:** The rules of the United States Equestrian Federation shall be followed in all cases unless specifically modified by the corporation. The Board of Directors shall be responsible for the enforcement of this Constitution and the corporation's By-Laws and for the rules of the USEF when applicable.

## **ARTICLE VIII – AMENDMENTS**

**Section 1:** This constitution may be amended by a two thirds (2/3) vote of the membership present at any regular or special general membership meeting provided that written notice of such amendment(s) is given at the previous meeting or by mail or email to each member at his last known address no less than fifteen (15) days prior to the ensuing membership meeting.

**Section 2:** Robert's Rules of Order, Revised, shall govern in all matters not covered by this Constitution.

# MISSISSIPPI HUNTER JUMPER ASSOCIATION, Inc. BY-LAWS

## ARTICLE I – MEMBERSHIP

**Section 1** – There will be three (3) classes of membership. Dues, responsibilities, and privileges are defined in the following:

**Life Members** – Upon completion of application and payment of One Hundred Dollars (\$100.00) dues, an individual may become a life member of the Association and shall be exempt from annual dues. This individual shall have all rights and privileges of membership and be subject to all liabilities and penalties thereof.

**Individual Members** – Upon completion of application and payment of Twenty Dollars (\$20.00) annual dues, an individual may become a member of the Association with all rights and privileges of membership and be subject to all liabilities and penalties thereof. All annual memberships expire on November 30 of the current horse show year, which begins each December 1.

**Family Members** – Upon completion of application and payment of Thirty-Five Dollars (\$35.00) annual dues, family groups may enjoy all rights and privileges of individual members. Family membership shall cover and be confined to spouses or parents (or legal guardians) and their children who are eligible to compete as juniors. A Family Membership is entitled to a maximum of three (3) votes at all general membership meetings. An additional family member may obtain independent status upon completion and payment of annual dues of one (1/2) the cost of the family membership. The application for a family membership must identify the three (3) voting members. Family memberships are annual memberships, and so they expire on November 30 of the current horse show year, which begins each December 1.

**Section 2:** Application and payment of dues must be received by the Association prior to the annual membership meeting in order for members to vote or hold office.

## ARTICLE II – OFFICERS AND ELECTIONS

**Section 1:** The elected officials of the Association shall be its Board of Directors elected at the annual meeting of the general membership. The immediate Past President shall serve as an ex-officio member of the Board of Directors for the term immediately following his term of office.

**Section 2:** The elected Board of Directors shall consist of up to twenty-four (24) adults and up to four (4) junior members of good standing in the Association. Only one (1) adult member of a family may serve on the Board of Directors at a time. Junior members shall be defined for show purposes by

the USEF with the exception that he must be fifteen (15) years of age or older to be eligible for nomination to and membership on the Board of Directors.

**Section 3:** Adult members shall be elected to a term of three (3) years. Junior members shall be elected to a term of one (1) year.

**Section 4:** The President shall appoint two members of the Board of Directors to serve on the Nominating Committee and shall appoint one of those members to serve as chairman. The Committee shall select two to three (2-3) additional Committee members from the general membership not currently serving on the Board of Directors. A fifth member of the Committee can be a junior or adult member of the association selected by the Chairman of the Committee whose Board status shall be of no consequence but shall be fifteen (15) years of age or older. The nominating committee shall total not less than 5 people.

**Section 5:** The Nominating Committee shall meet and select up to eight (9) adult member nominees and up to four (4) junior member nominees. The Committee shall also select a slate of officers consisting of President, Vice President, Secretary and Treasurer. All nominees shall be members in good standing.

**Section 6:** The Nominating Committee shall present to the Board of Directors for their approval a list of potential nominees for directors. The Committee shall meet again to select nominees from the approved list. Each nominee shall then be contacted by the Committee to ascertain his or her to accept the nomination. The Committee shall report the nominees to the Board of Directors.

**Section 7:** The Secretary shall prepare a suitable ballot indicating all nominations submitted by the Nominating Committee and approved by the Board of Directors. The ballot shall be mailed or emailed to the general membership at least fifteen (15) days prior to the annual general membership meeting. It shall be distributed to each member eligible to vote according to a list of same prepared by the Membership Chairman. Ballots shall be cast, results of which shall be determined by a count of the Vice President and a member of the Nominating Committee.

**Section 8:** Additional nominations may be accepted from the floor by members in good standing with prior approval of the nominee. The Association does not recognize absentee ballots or proxy votes.

**Section 9:** Vacancies in the Board of Directors or the Officers of the Association, other than that of the Presidency, shall be selected by the Nominating Committee and approved by the Board of Directors.

**Section 10:** Any director who, during the fiscal year of the Association, has three (3) or more absences from Board meetings is subject to removal from the Board of Directors.

## ARTICLE III – MEETINGS

**Section 1:** The Association shall hold annually a general membership meeting and an awards banquet. The time and place shall be designated by the Board of Directors. The Secretary shall notify all members no less than fifteen (15) days prior to the appointed date.

**Section 2:** Special meetings of the general membership may be called by the President of the Association when requested by a majority of the Board of Directors, by a majority vote at the meeting of the general membership or by a written petition signed by fifteen (15) members of the Association. Notice of special meetings must be given by mail or email no less than fifteen (15) days prior to the meeting along with notice of the business to be considered at said meeting.

**Section 3:** The Board of Directors shall meet monthly at a time and place to be designated by the Board of Directors, notice of each meeting to be provided by the Secretary.

**Section 4:** Special meetings of the Board of Directors may be called at the discretion of the President or upon the request of no less than three (3) Directors with written notice of said special given prior to that meeting.

## ARTICLE IV – DUTIES OF DIRECTORS AND OFFICERS

**Section 1:** It shall be the duty of the Board of Directors to administer the Constitution of the Association and these By-Laws. The Board of Directors shall also have the responsibility of reinforcing the rules of the United States Equestrian Federation as they apply to the government of the Association unless specifically stated otherwise in the Constitution and these By-Laws. The Board of Directors shall review the Show Packet and make recommendations for the coming year. The Board of Directors may adopt, at its discretion, such rules and regulations as are necessary to ensure the best interests of the Association and its individual members. Show Packet rules as approved and adopted by the Board of Directors, as amended from time to time, shall become part of these By-Laws for the coming year and shall become the standard for all MHJA sponsored or approved shows, or MHJA divisions of USEF approved shows. Changes to the Show Packet shall be distributed to the membership at least two weeks prior to the beginning of the new show year.

**Section 2:** The Officers of the Board of Directors and their duties are as follows:

**President** shall be the chief executive officer of the Association and shall preside at all meetings. He shall be the official representative of the Association. He shall sign all contracts and obligations of the Association. He shall supervise the affairs and activities of the Association. At the onset of each year, he shall appoint, subject to the approval of the Board of Directors, all standing committees as set forth in the By-Laws serving as an ex-officio

member of each committee. He shall throughout the year, appoint, subject to the approval of the Board of Directors, all committee chairmen and members deemed proper and necessary to fulfill the object and purpose of the Association and shall bring to the attention of the Board of Directors any Director or committee member who should fail to perform his duties. He shall then take any corrective action deemed necessary by the Board of Directors. The President shall perform such duties as may be assigned to him by the Board of Directors.

**Vice President** shall preside at all meetings of the membership and the Board of Directors in the absence of the President. When the President is unavailable, the Vice President shall serve as the official representative of the Association. In case of a vacancy in the office of President, the Vice President shall fill the unexpired term. The Vice President also shall perform such duties as may be required by the President of the Board of Directors.

**Secretary** shall keep and maintain accurate records of all meetings of the association, keep an accurate roster of members and shall conduct the correspondence of the Association, maintaining copies for records. He shall provide minutes of each preceding meeting of the Board of Directors and general membership. He shall provide notice of meetings and such ballots as provided for in these By-Laws. The Secretary also shall perform such duties as may be required by the President or the Board of Directors.

**Treasurer** shall collect all moneys due the Association and shall have care and custody of and be responsible for the funds of the Association. He shall deposit funds of the Association in such bank as the board of Directors shall designate. He shall pay all bills upon receipt of an itemized statement, keeping an accurate record. He shall make a full report in writing of the financial condition of the Association at the annual membership meeting and at each regular meeting of the Board of Directors, and at such other times deemed necessary by the Board of Directors. He shall prepare and maintain an accurate list of each member whose dues are current and are, therefore, eligible to vote and hold offices as described in these By-Laws. He shall ascertain the need for and file all financial reports required by state and federal statutes. He shall collect, on a regular basis, the mail of the association from the association's post office box and shall deliver any applicable mail to the other officers of the Association. He shall be eligible for performance and surety bonding provided by the Association. The Treasurer also shall perform such duties as may be required by the President of the Board of Directors.

**Show Manager** shall serve as the Chairman of the Show Committee. He shall, subject to approval of the Board of Directors, organize and execute all aspects necessary for the production of a MHJA-sponsored horse show which shall include, but not be limited to, selection of a location, judge, class list, course designer, jump crew, and shall make or cause to be made, any other arrangements necessary for said shows. The Show Manager also shall perform such duties as may be required by the President or the Board of Directors.



**Show Secretary** shall serve as member of the Show Committee. He shall process entries, prepare class sheets and judge's cards, select awards and see that points are tabulated for each MHJA sponsored show. He shall maintain records of each MHJA sponsored or approved show in the event of future disputes, protests, etc. When necessary, the Show Secretary can be hired as a paid employee and not be a member of the board.

**Membership Chairman** shall promote and maintain ongoing membership in the Association. He shall keep an accurate and current record of all members, including address, phone number, date of application and names of family members entitled to vote at the general membership meetings. The Membership Chairman shall create and maintain an accurate email list of members for email notifications. The Membership Chairman shall, by November 1 of each year, send renewal notices to all members, and upon receiving application, send membership packets to every member of the Association. A current copy of the Constitution and these By-Laws shall be distributed to each member after the annual meeting. The Membership Chairman shall keep the Points Chairman and the Show Chairman apprised of new members, their addresses, and the date on which their membership was received. The Membership Chairman also shall perform such duties as may be required by the President of the Board of Directors.

**Point Chairman** shall maintain a year-to-date point calculation for each member, updating same within a reasonable time after each MHJA sponsored or approved show. An accounting of points shall be distributed to the membership at regular intervals throughout the year.

**Section 3:** Standing Committees of the Association shall be appointed by the President with the approval of the Board of Directors at the first regular meeting of the Board of Directors after the annual election of officers. The standing committees and their duties are as follows:

**Show Committee** shall consist of up to eight (8) members including the Show Manager and the Show Secretary with the Show Manager serving as Chairman. The duties of the Show Committee shall be to assist the Show Chairman in his activities to guarantee the successful production of all MHJA sponsored horse shows. The Show Committee shall meet as is deemed necessary by the chairman.

**Hearing Committee** shall be made up of the Board of Trustees and will rule upon any unresolved protests at MHJA approved shows or for actions which the Board of Directors or any member of the Association feels is prejudicial to the best interests of the Association. The Board of Directors may conduct said hearings or investigations as it deems necessary and shall have the authority to fine, censure, suspend or expel any member whose conduct shall be found to be prejudicial to the best interests of the Association or in violation of its rules as set forth in the Constitution and these By-Laws, including those found in the Show Packet.

**Nominating Committee** shall be appointed by the President as described in the Constitution and shall slate directors, officers, and

replacement of such as required throughout the year. The Chairman shall keep a list of prospective board members as suggested by the membership.

There may be other standing committees as deemed necessary by the President or upon recommendation of the Board of Directors. Committees shall consist of no less than three (3) members.

**Section 4:** Any Officer or Director who fails to perform his or her duties as prescribed in these Bylaws or as may be prescribed from time to time by the Board of Directors in accordance with these Bylaws, or any Officer or Director who otherwise fails to comport himself or herself with the Purpose of the Association as stated in the Constitution, may be removed from office by a vote of a simple majority of the entire Board of Directors (excluding Junior Members), provided that prior to such vote, the Officer or Director so charged with failing to perform his or her duties and/or failing to adhere to the Purpose of the Association, shall have received notice of the specific charges against him or her at least fifteen (15) days before the regular or special meeting of the Board of Directors at which such Officer and/or Director's removal will be sought and shall have had an opportunity to be heard on those charges prior to the Board voting on the matter.

## **ARTICLE V – AMENDMENTS**

**Section 1:** Show Packet rules as approved and adopted by the Board of Directors shall become a part of these By-Laws. Said rules will stand approved for the duration of the year and shall become the standard for all MHJA sponsored or approved shows or MHJA divisions of USEF approved shows.

**Section 2:** These By-Laws may be amended by majority vote of the general membership present at any regular or special meeting provided that written notice of such amendment is given at the previous meeting or by mail or email to each member at his last know address no less than fifteen (15) days prior to the ensuing membership meeting.

**Section 3:** Robert's Rules of Order, Revised shall govern in all matters not covered by this Constitution and these By-Laws.