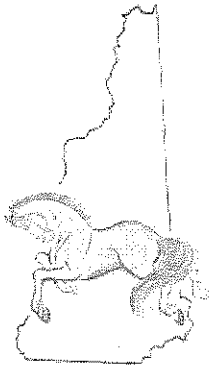


New Hampshire
Equestrian



High School
Teams

MISSION STATEMENT AND BYLAWS

(Updated January 2009)

MISSION STATEMENT

New Hampshire High School Equestrian Teams (NHHSET) shall be a "not for profit" corporation dedicated to promoting and organizing equestrian competition in high school athletic or activity programs.

New Hampshire High School Equestrian Teams (NHHSET) has as its main goal, recognition in the high schools of the equestrian athlete and to give them an opportunity to achieve that recognition in a fair, positive and educational format. The goals are to encourage team play, peer acceptance and good horsemanship. Competition is to follow sportsmanship guidelines as set down by the New Hampshire State Board of Education, individual participating school activity guidelines, NHHSET, USEF, and equine sportsmanship guidelines.

Any high school in the state of New Hampshire is eligible to form a team and join the NHHSET organization. The state is divided into districts. District competitions will be held with the goal of qualifying for a final State Championship.

Each high school will have an adult and youth representation on their district board of directors. Each district will have adult and youth representatives on the State Board of Directors.

Competition is a winter/spring sport scheduled as much as possible not to conflict with other organized high school sports. The purpose is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 7 through 12 in the 2008/09 season, followed by grades 8 through 12 in the 2009/10 season and to continue as grades 9-12 from the 2010 season forward.

New Hampshire High School Equestrian Teams support, challenge and offer recognition to the dedicated teens who both physically and mentally pursue the challenge of the sport of equine competition.

April 25, 2005

CONSTITUTION AND BYLAWS
of the
NEW HAMPSHIRE HIGH SCHOOL EQUESTRIAN TEAMS
(A New Hampshire Non-Profit Organization)

PREAMBLE

This Constitution is established to facilitate interscholastic competition, promote a sound program of educational enrichment and value and encourage a cooperative, democratic process of fair and good horsemanship with a youth focus.

ARTICLE I - NAME

The name of this organization will be the New Hampshire High School Equestrian Teams (NHHSET).

ARTICLE II - PURPOSE

The purpose of this organization, as a public benefit corporation, is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 7 through 12 in the 2008/09 season, followed by grades 8 through 12 in the 2009/10 season and to continue as grades 9-12 from the 2010 season forward who desire to participate regardless of race, creed or national origin and meet the association rules, constitution and bylaws. This said organization is organized exclusively for educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III - GOALS

- A. Throughout association leadership and coaching, it is our goal that the student members derive whatever enjoyment and benefits possible as a result of participating as riders in horsemanship education programs and interscholastic competition.
- B. NHHSET and coaches/advisors will provide situations where each equestrian team member can be exposed to cooperative working experiences that lead to common group goals.
- C. NHHSET and coaches/advisors will encourage each equestrian team member with the opportunities to experience good leadership, fair team play, horsemanship, sense of honesty, character, pride and good sportsmanship at all times.
- D. NHHSET and coaches/advisors will always provide, conduct and host equestrian interscholastic programs with proper instructions, coaching methods, conditioning rules, health, safety and welfare of each participant and equine.

ARTICLE IV - MEMBERSHIP

A. Current Membership:

- 1. Students in grades 7 through 12 in the 2008/09 season, followed by grades 8 through 12 in the 2009/10 season and to continue as grades 9-12 from the 2010 season forward interested in competing on an equestrian team shall be eligible for membership providing the student has a team coach/advisor.
- 2. Adult advisors, coaches and their assistants shall be eligible for membership. A team coach or advisor shall be considered a District Board of Directors' member, representing their team at the district level.
- 3. Any other administrative person that serves in any capacity and is endorsed by district membership shall be eligible for membership.
- 4. All High Schools who have a participating team must have a Signature from a High School Administrator approving team participation.

B. New Members - Team application for membership in this association shall be made by fax, Email, or in letter form to the NHHSET District Secretary who will present to the District Board for approval and then forward such information (upon approval) to the State Board Secretary who will report the team addition at the next State Board Meeting.

C. Withdrawal - Team withdrawal intent must be submitted to the NHHSET District Board of Directors Chairperson and then forward such information to the State Board Secretary who will report the team withdrawal at the next State Board Meeting.

D. Readmission - Shall be the same procedure as governs the admittance of new members.

E. Removal - A team or individual may be dropped from the NHHSET by the majority vote of the State Board of Directors based upon NHHSET due process.

- F. Membership Voting - After notification of withdrawal has been reported to the NHHSET District Board of Directors or Chairperson, the individual or team dropping shall have no vote unless reinstated.
- G. Student participation eligibility will be determined using NHHSET guidelines.

ARTICLE V - GOVERNING BODY - THE STATE BOARD OF DIRECTORS

Section 1. Leadership:

- A. The leadership of NHHSET will be vested in the State Board of Directors.

Section 2. Purpose:

- A. The purpose of the State Board of Directors is to support the mission, purpose and goals of the NHHSET program.

Section 3. Duty:

A. The State Board of Directors shall be the Representative body of the New Hampshire High School Equestrian Team Association, shall conduct business of the Association, and shall communicate actions and plans to the association members. The State Board shall be empowered to authorize expenditure of the Association funds and activities of the various committees.

B. Other duties of the State Board are to:

1. Establish and conduct the NHHSET State Competitions
2. Act in an advisory capacity to assist the Districts in establishing and conducting District Competitions and programs.
3. Establish criteria for NHHSET judges.
4. Communicate NHHSET activities and opportunities that are available to youth members and representatives.
5. Provide recognition to NHHSET youth members and representatives.
6. Assure the NHHSET program offers its program and materials equally to all adult volunteers and appropriately aged youth in the State of New Hampshire.
7. Establish and publish competition rules.
8. Amend the Constitution and Bylaws as may be necessary in carrying out the provisions of the constitution.

ARTICLE VI - STRUCTURE - THE DISTRICT AND STATE BOARD OF DIRECTORS

Section 1. Membership:

A. The membership of NHHSET consists of registered riders of each high school team, advisor/coach of each high school team and volunteers active at the District or State level.

B. The voting membership of the District Board shall be constituted as follows:

1. One (1) coach/advisor or adult representative from each team within the district.
2. Youth representation and voting privileges will be established at the district level. Voting in District meetings will be at the discretion of the District.

C. The membership of the NHHSET State Board shall be constituted as follows:

1. District Chair and one (1) Youth Representative from each district, to be elected by the District prior to the June State Board meeting.
2. Any other administrative person that serves in any capacity and is endorsed by State Board membership shall be eligible for membership of the State Board.
3. If a vacancy occurs within the State Board, the District with the vacancy will fill that vacancy. The newly elected member will serve the remaining tenure of the terminated member.
4. Note that the number of Adult Representatives will be equally divided among the districts. The maximum number of Adult Representatives will be eighteen (18). Upon reaching eighteen (18) the number of district representatives will be evenly reduced.

Section 2. Membership Meetings:

A. All District or State Board meetings shall be at such location as designated by the appropriate Board of Directors.

B. Meetings shall be called as necessary at the District or the State level.

- C. Special meetings may be called at any time upon request of at least three members of the District or State Board of Directors. Board of Directors and Officers shall be notified at least two (2) days prior to the meeting date unless there is an extreme emergency.
- D. Twenty five percent (25%) of the documented general membership (of district for district meeting or State for State meeting) may call a special meeting of the District or the State Board of Directors by notifying any board member. The Board of Directors and Officers shall be notified by certified mail at least ten (10) days prior to the meeting date.
- E. All District and state meetings are open to any members.
- F. The Annual State Board of Directors meeting will be held between December 1st and February 1st with 1-month notice given to all Districts.
- G. The committee chairperson or the chairperson of the Association will call for committee meetings whenever and as often as deemed necessary to execute the responsibilities of the committee. A progress report of each meeting will be submitted to the appropriate District or State Board of Directors and Officers at their next scheduled meeting.

Section 3. Election of Officers:

- A. The Officers of the District Board of Directors shall be elected as desired by the District. The District Director and District Members at Large shall be ready to report to the June State Board meeting as District Representatives.
- B. The officers of the State Board of Directors shall be elected from the new and continuing Representatives to the State Board. The election shall be by the Representatives present at the June State Board meeting. The elected officers shall assume their duties at the next Board meeting.

Section 4. Tenure:

- A. The tenure of the adult Representatives on the State Board shall be two (2) years. One half of the membership shall be replaced each year. Reelection to the State Board by the district is permissible.
- B. The tenure of the youth Representative on the State Board shall be one (1) year. They may be reelected.
- C. Members will assume their membership on the State Board at the next meeting. Terms will conclude at the June meeting.
- D. Any State Board Representative's term may be terminated for:
 1. Violation of the NHHSET Board Attendance Policy. (Student Representatives are exempt from this rule.)
 2. Violation of the State Board Constitution, Bylaws and Rules
 3. Misappropriation of funds.
 4. Written resignation from the Representative.
- E. If a Representative is terminated for any reason, the person chosen to replace will finish out the term for the person they are replacing.

Section 5. Quorum:

- A. A quorum shall be those members present at any properly called meeting.

Section 6. Voting:

- A. A Board of Director member or person representing their district shall cast one vote at the State Board level.
- B. Voting at the team or district meetings will be at the discretion of the District.
- C. All official decisions, unless otherwise stated in this constitution, shall be by a majority vote of the Board of Directors present and voting. Delegation of votes shall be restricted to members identified at the beginning of the meeting representing their team or district and logged in the meeting minutes. A coach/advisor who is unable to attend meetings must notify by phone or Email the Chairperson, Vice-Chairperson or Recording Secretary prior to said meeting who is to be the voting representative for said team or district. Substitute voting at the board level may only occur after substitute has signed appropriate Board paperwork. Said paperwork will be available from Secretaries at all board meetings.
- D. Proposals need majority vote to pass (one over one half of the quorum).
- E. Constitution and by-laws changes can only be made during a state board of director's meeting. Proposed changes must be submitted in writing to the district Chairperson and then sent on to the State Board Secretary, with page number, article or section 30 days prior to the scheduled meeting to be distributed to the membership prior to the meeting via Email or ground mail to each district. Constitution and By Laws shall be amended by a two-thirds (2/3) vote of the committee present at the annual meeting

provided notice of any proposed amendment shall have been given to all members of the State Board not less than two weeks previous to said meeting. All bylaw changes and actions taken at the said meeting will become effective immediately, including event additions or deletions, board positions, etc.

F. All Rule changes must be submitted in typed form to the State Board Secretary, with page number, article or section. The whole section will be typed with the change. Proposed changes must be submitted 30 days prior to next State Board meeting to be distributed to the membership prior to the meeting via Email or ground mail to each district. Rules shall be amended by a majority vote of the Board of Directors present at the meeting provided notice of any proposed rule change shall have been given to all members of the State Board not less than two weeks previous to said meeting.

Section 7. Board of Directors and their duties:

A. The officers of the State Board (and Districts if desired) shall consist of Chairperson, Vice Chairperson, Secretary and Treasurer.

1. Chairperson

- a. Elected by the Board.
- b. Call Board and Special meetings.
- c. Prepares the agenda.
- d. Act as General Chairperson of the meetings.
- e. Appoints Chairpersons of committees as needed.
Approves selection of chairpersons of committees as needed, with approval of the board of directors.
- f. Act as Chief Executive Officer of the NHHSET.
- g. Acts in an advisory position as past state chair for 1 year.
- h. Acts as a delegate to the National Association of High School Equestrian Teams.
- i. Notifies the BOD at and between formal meetings when special circumstances occur.
- j. Provides a written acknowledgement to the secretary for official records of any expenses of \$500-\$800.
Any expenses over \$800 need to be approved by the State Board prior to expenditure.
- k. Signs and executes, or delegates the responsibility to sign, contracts and financial obligations, as directed by the Board of Directors.

2. Vice Chairperson

- a. Elected by the Board.
- b. Assists the Chairperson in the performance of his/her duties. Participates closely with the Chair to develop and implement officer transition plans and standard operating procedures for all Board Positions.
- c. Acts as chairperson in the absence of the Chairperson.
- d. Assumes temporary responsibilities of any vacated officer's post until the vacated post is filled.

3. Secretary

- a. Elected by the Board.
- b. Keeps minutes of all Board Meetings. Distributes meeting minutes via Email or ground mail to all State Board Members.
- c. Maintains an updated NHHSET School membership list and distributes to State Board and district representatives quarterly as needed.
- d. Keeps an accurate account of State Champions and other pertinent information for the State Association.
- e. Accepts and presents any rule changes to the State Board in the proper format.

4. Treasurer

- a. Elected by the Board.
- b. Acts as custodian of all NHHSET funds.
- c. Keep records of assets, liabilities, income and disbursements. Reports at each meeting, keeping Board updated as to funds (keeps secretary apprised of new members).
- d. Acknowledges all contributions.
- e. Submits an annual financial statement to all State Board Directors and Officers.
- f. Responsible for all bank checking and savings accounts.
- g. Arranges an independent financial review to be performed before installment of new officers at the conclusion of their tenure.
- h. Files an annual tax return.

- i. Tracks and reports disbursement of grant monies.
- j. Supervises and financially manages all sponsorship, fundraising and scholarship activity.
- k. Mentors incoming treasurer and elected officers.
- l. DISTRICT TREASURER ONLY - contact all teams and clarify accounting procedure as per district chair handbook and coach/advisor handbook. Reports directly to the State Treasurer and District Chairperson.

Section 8. Standing Committees:

It is recommended but not required that there be equal representation from each district on all committees. Committee size will not be restricted.

1. Judges Committee

- a. Shall be made up of members who volunteer for committee.
- b. Will report to the State Board of Directors and work closely with the Rules Committee.
- c. Will
 - 1) Develop and maintain criteria for judging NHHSET
 - 2) Maintain an up-to-date judge's list identifying individual events each judge is certified to judge as a resource.

2. Rules Committee

- a. Shall be made up of members who volunteer for committee.
- b. Will report to the State Board of Directors and work closely with the Judges Committee.
- c. Will:
 - 1) Review, develop and modify the NHHSET rules;
 - (a) Utilizing National Standards and USEF rules for events as able
 - (b) With input from the judges' committee and the State Board
 - (c) With Youth as the focus
 - (d) And an emphasis on Safety.

3. Patterns Committee

- a. Shall be made up of members who volunteer for committee.
- b. Will:
 - 1) Develop the class list with approval from the State Board of Directors.
 - 2) Design patterns for upcoming year for both the district meets and the state meet.
 - 3) Will report to the State Board of Directors.

4. Risk Management/Safety Committee

- a. Shall be made up of members who volunteer for the committee.
- b. Will report to the State Board of Directors and work closely with the State and District Show Committees.
- c. Will assess sites from a risk management perspective.
- d. Will develop and maintain an Emergency Management Plan for shows.
- e. Will oversee volunteer training.

ARTICLE VII - IMMUNITY OF MEMBERS

Neither the members of the Association, nor Standing Committee members, nor member of the State Board of the Association shall be personally liable for any of the debts, liabilities or obligations of the Association.

ARTICLE VIII – ASSETS DEDICATED TO AN EXEMPT PURPOSE

- A. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.
- B. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on:
 - 1. By an organization exempt from federal income tax user section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal code, or
 - 2. By an organization, contributions to which are deductible under section

170 (c) (2) of the Internal Revenue Code or the corresponding section of any future federal tax code.

ARTICLE IX - FISCAL POLICY

All funds obtained by this Association shall be expended at the discretion of the State Board for the benefit of the existing and future New Hampshire High School Equestrian Teams. No funds will be expended for the personal gain of any member of this Association. No part of the net earnings of the organization shall ensure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 1. Dissolution:

A. In the case of dissolution of this Association, all funds not specifically earmarked for approved expenditure will be given to the Equestrian Special Olympics, a not for profit organization. However, if the named recipient is not then in existence or no longer a qualified recipient, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund or foundation which is organized and operated exclusively for the purposes specified in section 501 (c) (3) of the Internal Revenue Code.

B. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located exclusively for such purposes to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Section 2. Fiscal Year:

A. The fiscal year for the organization will be from July 1st to June 30th.

Section 3. Yearly Budgets:

A. All Districts and the State Board are required to file a yearly budget and a year-end financial statement with the State Board Treasurer.

Approved by the New Hampshire High School Equestrian State Board on

_____ (date)

As signified by the Signature of the State Chairperson
