

**Constitution
of the
Oklahoma Hunter Jumper Association**

(Adopted January 29, 1994)
(With amendments through July 02, 2009)

Table of Contents

Article I: Name 1

Article II: Affiliation 1

Article III: Purpose 1

Article IV: Zones 1

Article V: Membership 1

Article VI: Board of Directors and Their Election 2

Article VII: Responsibility of the Directors 4

Article VIII: Officers and Their Duties 5

Article IX: Official Publication 8

Article X: Meetings 9

Article XI: Fiscal Year 10

Article XII: Amendments 10

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(Adopted January 29, 1994)
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Article I: Name

The name of this association shall be OKLAHOMA HUNTER AND JUMPER ASSOCIATION.
The association shall be referred to in this Constitution and By-Laws as OHJA.

Article II: Affiliation

OHJA shall be affiliated with the **United States Equestrian Federation (USEF) and United States Hunter Jumper Association (USHJA)**.

Article III: Purpose

The OHJA is organized for the purpose of promoting the sport of riding and showing Hunters and Jumpers, to serve and promote the best interests of its members, member shows and their exhibitors, and to further the objectives of USEF/USHJA.

Article IV: Zones

Oklahoma is divided into two zones in order to provide local representation for the general membership through the election of a Board of Directors, and to facilitate communications:

Zone 1: all Oklahoma members whose Zip Code begins with 74, except Oklahoma members whose mailing address is in Lincoln, Payne, or Pottawatomie county

Zone 2: all Oklahoma members whose Zip Code begins with 73, plus Oklahoma members whose mailing address is in Lincoln, Payne, or Pottawatomie county

All members of OHJA who reside outside the borders of Oklahoma are considered to be members-at-large.

Article V: Membership

Sec. 1. OHJA Membership

A) Membership is available to any individual upon payment of the annual dues as set by the Board of Directors and ratified by the general membership.

B) Membership year for OHJA is December 1 to November 30 the following year.

Sec. 2. Categories of Membership (see by-laws)

- A) Life Members
- B) Individual
- C) Family
- D) Alumni

Sec. 3. Membership Responsibility

OHJA members and show managers are responsible for complying with the OHJA Constitution and by-laws and any by-law changes upon their publication in the *Post & Rail*, or by special mail notice to the membership. Publication in the *Post & Rail* and/or special mail notice shall include the effective date of said changes.

Sec. 4. Membership Privileges

Life, individual or family members are entitled to:

- a) Vote at the annual meeting
- b) Be nominated to serve as a director
- c) Be appointed to serve on a Committee
- d) Be eligible to accumulate points for equitation year-end awards
 - e) Be eligible to register a Horse to accumulate points for year-end awards
 - f) Receive quarterly Newsletter (alumnae members included)
- g) Have name furnished to member shows for prize list mailings

Article VI: Board of Directors and Their Election

Sec. 1. Board of Directors

A) Zone directors and directors-at-large

The directors shall be members of OHJA eighteen (18) years of age or over (as specified for show purposes by USEF) and have no other family member currently serving as a director

B) Alternates

1. There shall be one alternate from each zone and one at-large alternate
2. Alternates shall be the nominee from each zone and the at-large nominee receiving the highest number of votes during the general election without being elected.
3. Alternates do not have a vote except in the absence of a director from the area they represent.

C) Board Size and distribution

1. The number of directors shall not be less than fifteen (15) nor more than twenty-one (21)
2. There shall be at least six directors from each zone.
3. There shall be at least three, not to exceed nine, directors elected at-large
4. There shall be three alternate members: one from Zone I, one from Zone II and one at-large.

D) Terms of Directors

1. Zone and at-large directors serve three year terms.
 2. Alternates serve a one year term.
3. Normally two directors from each zone and three at-large directors will have their terms expire each year.

E) Attendance

1. Directors, officers and Alternates shall have the same attendance requirements.
2. Any Director or Alternate will automatically be removed from the Board if they:
 - a) miss fifty (50) percent of the Board meetings in any calendar year
 - b) miss three (3) consecutive Board meetings

Sec. 2. Elections of Directors.

A) The OHJA general membership will elect members to the board of directors by ballots cast each year, either in person or by absentee, during the annual meeting.

1. The newly elected board will meet at a time and place designated by the president following the election of directors
2. The board of directors shall elect their own officers.

B) Nominating Committees

1. Each zone shall have a nominating committee composed of:
 - a. Zone vice-president, who serves as chairman
 - b. two elected board members, whose terms are not expiring
 - c. at least three other persons from the general membership of that zone to be selected by the current board members from that zone.
2. The executive Vice-President shall notify each zone nominating committee chairman (zone vice-president) by September 30 of each year of impending nomination requirements.
3. Each zone nominating committee shall hold a meeting no later than October 20 of each year.
4. Each zone nominating committee shall nominate whenever possible:
 - a) at least two nominees for each vacancy in their zone,
 - b) and three nominees for the at-large vacancies.
 - c) Nominees must join or be a current member in order to be included on the ballot.
5. The chairman shall notify the executive vice-president of their nominees as soon after the zone meeting as possible but no later than December 5.

C) Voting Procedures for the Election of Directors

1. The Executive Vice-President shall make up a suitable ballot indicating all nominations received from the nominating committees and the zone meetings.
2. Additional nominations may be made by any OHJA member from the floor during the annual

meeting prior to a call for the vote.

- a. Such nominations require a second
- b. The member must consent to having their name placed in nomination.
3. Voting shall be by ballot distributed at the annual meeting and counted by a disinterested committee with representatives from each zone and appointed by the President.
4. Absentee voting:
 - a. A renewed member must request in writing an absentee ballot no later than December 15 and return it no later than January 15.
 - b. Return receipt required on each correspondence.
5. Eligible to vote:
New and renewed members having paid dues are eligible to vote.
6. Each voting member residing in Oklahoma shall vote for nominees from their zone and from the at-large nominees.
7. Voting members from outside of Oklahoma shall vote for at-large nominees only.

Sec. 3. Vacancies on the Board

- A) A director who has been removed from the board for not meeting the attendance requirement, may be reinstated by a vote of the Board members present at a regularly scheduled board meeting.
- B) Alternates shall fill any vacancy occurring on the board whether from attendance vacancy, resignation, or other reasons.
- C) By a majority vote, the Directors may fill a vacancy occurring during the year for a term that has not yet expired until a successor is duly elected by the membership at the next regularly scheduled election.

Article VII: Responsibility of the Directors

- Sec.1. The directors shall be responsible for the general management of OHJA and may make contracts in its name and on its behalf or authorize such contracts to be made by officers of OHJA.
- Sec. 2. The directors shall have the power to make By-Laws and enforce all rules governing approved shows and individual members and all other persons bound by OHJA's rules. [USEF/USHJA/ Zone 7](#) rules will be followed in all cases unless specifically modified.
- Sec. 3. The Directors, after a hearing, may censure, suspend, or expel any officer or member, of the association or any other person whose conduct shall be found to be prejudicial to the best interest of OHJA or in violation of its rules.
- Sec. 4. The Directors may censure, suspend, or expel any approved show for cause.
- Sec. 5. The Board of Directors shall keep a record of its proceedings and shall report at the annual meeting of OHJA, or at any special meeting of OHJA, any matters which in its judgment require the action of the members.

Article VIII: Officers and Their Duties

Sec. 1. Elected Officers

The Directors of OHJA shall be responsible for the election of officers. The officers elected shall

hold office during the ensuing year or until their successors are duly elected. Officers, who are not elected Directors, must meet the same attendance requirements as Directors.

A) President

1. Must be an elected Director of OHJA
2. Must be or become a member of USEF/USHJA
3. Shall be the chief executive officer and preside at all meetings of the board and the annual meeting
4. Shall sign or authorize all contracts and obligations of OHJA
5. Shall perform such other duties as may be assigned to him by the Board of Directors
6. Shall appoint all committees and /or chairman
7. Shall be an ex-officio member of all committees
8. Shall have the authority to act on behalf of OHJA on matters which can not be delayed until the next meeting of the directors. At that time such actions will be reviewed and amended or ratified.

B) Executive Vice-President

1. Must be an elected Director of OHJA
2. Must be or become a member of USEF/USHJA
3. In the absence of the President will perform his duties
4. Shall assume the duties of the Presidency, in the event the office of the president becomes vacant, until the next regular meeting of the Board of Directors when elections can be held.
5. Is responsible for notifying zone Vice-Presidents of pending nomination requirements for annual elections by September 30.
6. Must develop a ballot for the annual elections
7. Is responsible for conducting elections
8. Shall perform such duties as may be assigned by the Board of Directors or rules of OHJA

C) Recording Secretary

1. Need not be an elected Director
2. Shall take minutes and keep records of all meetings
3. Shall keep all correspondence
4. Shall keep an up to date list of all OHJA members, provided by the Membership Secretary
5. Shall perform such duties as may be assigned by the Board of Directors or the rules of OHJA
6. Shall see that at least two (2) weeks notice is given for meetings of the general membership and/or Board of Directors meetings

D) Treasurer

1. Shall be elected by the Board prior to November 1 each year
2. Need not be an elected Director
3. Shall make a full report in writing as to the financial condition of OHJA at the Annual meeting and at such other times as requested by the Board of Directors
4. Responsibilities
 - a. collect all monies due OHJA
 - b. deposit said monies in the name of OHJA in a Bank approved by the Board of Directors
 - c. keep proper books of account
 - d. have custody and care of all OHJA funds
 - e. Shall ascertain the need for and file all financial reports required by state and federal statutes

E) Zone Vice-Presidents

1. Must be an elected Director of OHJA
2. Shall be elected by the Directors from their zone

4. ~~Serve as Chairman for their zone nominating committee~~
Serve as the Chairman of the planning committee for the annual meeting when held in their zone
5. Zone responsibilities (see Art. X, sec. 4)
6. Zone vice-president with most directors serving on the board shall serve as president in the absence of the president and executive vice-president and in the event both become vacant will serve until the next scheduled Board meeting when an election can be held.
7. Shall perform such duties as may be designated by the Board of Directors

- d. Acts and recommendations of this committee shall at all times be subject to approval by the Board of Directors

F. Communications Committee

Each zone shall establish a communications plan. Each Zone Vice-President will be responsible for or may select a person from their zone to be contacted for dissemination of "hot" information. The zone communication person's name and that zone's plan for distribution of information must be provided to the Committee Chairman. The committee is responsible for providing information for a communications column in the *Post & Rail*.

G. Additional Standing and Adhoc Committees

There may be other committees formed as deemed necessary by the president or Board. Committee membership will always be at least three.

Article IX: Official Publication

Sec. 1. *Post & Rail*

- A) The *Post & Rail* shall be the official publication of the OHJA.
 B) *Post & Rail* shall be published four times yearly: March, June, September and December.
 C) Must Contain: Show Dates; Minutes from annual, general and Board meetings; membership forms; horse registration form; OHJA, and USEF/USHJA/ Zone 7 rule changes when applicable; submitted committee reports; list of Board of Directors and Officers of OHJA.
 D) The *Post & Rail* shall allow advertising
 1. Advertising rates to be set annually by the Board of Directors

Article X: Meetings

Sec. 1. Annual Meeting.

A) Meeting Date:

The OHJA annual meeting shall be held each year at a time and place to be designated by the Board of Directors. The President shall insure that notification is provided to all members at least two (2) weeks in advance of the meeting date.

B) Order of Business for Annual Meeting

1. The reading of the minutes from the last annual meeting
 2. Treasurer's Report
 3. Report from the Board of Directors
 4. Election of Directors
 5. Report of Show Dates
 6. Old Business
 7. New Business
 8. Adjournment of the meeting

This order may be changed by a majority vote of those members in good standing that are present.

Sec. 2. Special Meetings of the Membership

- A) The President shall have the power to call a general meeting of OHJA at any time and must do so when
1. requested by a majority of the Board of Directors,
 2. or by written petition signed by twenty-one (21) members in good standing.
- B) Written notice of such meetings shall be mailed to each member at least thirty (30) days prior to the meeting.
- C) The only business to be considered shall be that on the agenda as mailed and for which the meeting was called.
- D) The voting members present shall constitute a quorum, and business can be conducted by a

simple majority of those present.

Sec. 3. Meetings of the Board of Directors

- A) Meeting of the Board shall be held at least four times a year at a place and time as designated by the President.
- B) The President may at anytime call a meeting of the Board of Directors and shall do so at the request of seven (7) directors with a minimum of fourteen (14) days notice (from the Postmark Date) sent to all Board members before such meeting may convene.
- C) All members present and voting shall constitute a quorum for the transaction of business.

Sec. 4. Zone Meetings

- A) Held by December 1
- B) Business of Meeting
 1. Present slate of nominees from the zone
 2. Ask for additional nominees
 3. Obtain agenda items for annual meeting
4. Discuss topics pertinent to the zone and OHJA

Sec. 5. Rules governing meetings

- A) Any matter may be considered at a regular board meeting, whether or not it was listed on the agenda
- B) When a special meeting is called, the only business that may be considered shall be that as specified in the notice of the meeting.

Sec. 6. Executive Session.

The Board members may, upon a simple majority vote of Board members present, call for an executive session, excluding all but directors, alternates and officers. Other individuals may be included in the session at the vote of the Board.

Sec. 7. Parliamentary Authority

Robert's Rules of Order Newly Revised shall serve as a guide for OHJA in all cases in which they are applicable and not in conflict with this Constitution and By-Laws.

Article XI: Fiscal Year

The fiscal year of OHJA shall begin December 1 and end on November 30.

The books of OHJA shall be audited annually.

Article XII: Amendments

Sec. 1. Constitutional

- A) Changes to the Constitution require approval of the General Membership at the annual meeting

- or at a called special meeting of the General Membership.
- B) Notice of the proposed amendment shall have been given at least fourteen (14) days prior to the meeting at which the amendment is to be voted upon.
 - 1) Individuals wishing to present a constitutional change must contact the Recording Secretary to determine proper procedure for notification.
 - C) A simple majority of those members in good standing and present is required to approve the amendment.

Sec. 2. By-Laws

By-Laws may be amended by a simple majority of the total number of the Board membership or by a vote of the general membership at an announced meeting.

