

# Arabian Horse Association of New Mexico

## Bylaws

2022

### **ARTICLE I NAME**

According to its Articles of Incorporation under the laws of the State of New Mexico, the name of this organization shall be the ARABIAN HORSE ASSOCIATION OF NEW MEXICO, with a corporate abbreviation of AHANM. In the remainder of this document, it shall be referred to as the Association.

### **ARTICLE II STATUS**

According to its Articles of Incorporation, the Association shall be a non-profit corporation; with no capital stock; no paid officers or directors; and it shall hold no member, Officer or Director liable for any corporate debt.

### **ARTICLE III PURPOSES**

The purposes for which the Association is formed include the following:

1. to stimulate popular interest in and enjoyment of Arabian and Half/Anglo Arabian horses and their proper care and propagation;
2. to investigate and study the history and characteristics of Arabian horses and their breeding, genetics and husbandry, and to collect, preserve and disseminate useful information concerning them;
3. to cooperate with other organizations (namely, the Arabian Horse Association (AHA) and Region 8) and individuals in developing and maintaining the highest quality of this incomparable breed;
4. to encourage, aid and conduct events for the purpose of advancing the outstanding qualities of Arabian horses;
5. to further enhance any and all interests in the Arabian breed.

### **ARTICLE IV MEMBERSHIP**

#### **Section 1. Eligibility**

All persons interested in the Arabian horse and the advancement of the breed, and not currently under suspension by AHA, United States Equestrian Federation (USEF), or any other AHA or USEF affiliated organization, shall be eligible for membership in this Association.

#### **Section 2. Application Procedure**

Application for AHANM membership may be made through the Arabian Horse Association, or by obtaining an AHANM membership form. The form can be sent to the Association's address with the appropriate fees.

### **Section 3. Membership Categories**

**A. Adult Affiliate Member** (subject to completion of application thru AHANM and/or AHA) Individuals, eighteen (18) years of age or older who have applied for membership and paid Adult Affiliate Member dues (which includes AHA and Region 8 dues). Adult Affiliate Members may vote on all Association matters, may hold Association, Region 8 and AHA offices. They may become Delegates to Region 8 and AHA conventions. They are members of AHA, and may serve on AHA Committees. Adult Affiliate Members receive the Association and Region 8 newsletters and AHA publications.

**B. Life Affiliate Member** (subject to completion of application thru AHA and AHANM.) is an individual who has paid to AHA a one time fee as set by the AHA Board of Directors. A Life Affiliate Member must also pay on a yearly basis by January 1st. AHANM annual dues as set by the AHANM Board of Directors. The Life Affiliate Member has AHANM Adult Affiliate Member privileges in addition to AHA Life Membership privileges.

**C. Youth Affiliate Member:** (subject to completion of application thru AHA and/or AHANM.) Individuals who have not yet reached their 18th birthday and who have applied for membership and paid Youth Affiliate Member dues. Youth Affiliate Members may not vote on Association, Region 8 or AHA matters. However, they may vote on AHA and AHANM Youth Group matters.

**D. Associate Member** (subject to completion of application thru AHANM.) Individuals, eighteen (18) years of age or older who have paid Associate Member dues (this does not include AHA or Region 8 dues.) Associate Members may vote on Association matters only, not AHA or Region 8 matters and will receive an AHANM newsletter, unless some other member of the immediate family already receives it. They may participate in Association sponsored events at the fee charged for members. They may serve as members of Association committees, but not as an Officer, or Director, or Delegate.

**E. Honorary Member:** Individuals who have been nominated in writing by an Officer or Director for their exceptional service to the Association over an extended period of time. A two-thirds (2/3) vote of the Board of Directors is required to confirm an Honorary Member. This membership category bestows lifetime membership in the Association with all membership privileges and voting rights. Honorary members are exempt from the annual Association membership dues. If Honorary Members wish to be AHA members, they will be responsible to pay the appropriate AHA fees.

### **Section 4. Termination of Membership**

**A.** Upon termination of membership, the terminated member shall have no further right or interest of any nature with respect to the Association.

**B.** Membership in the Association is non-transferable and

1. shall cease upon death;
2. shall cease upon voluntary resignation;
3. may cease upon expulsion, or during the period of suspension, from the Association;

4. may cease after a delinquency in the payment of any financial obligation to the Association for a period of sixty (60) days. After a delinquency of thirty (30) days, the Treasurer shall send a written notice to the member by registered mail. If the delinquency is not satisfied within thirty (30) days following the mailing of the notice, the Association shall automatically terminate and cancel the individual's membership. The Association will also notify AHA as soon as is practical.

**C.** A member suspended by AHA or USEF shall automatically be suspended from the Association.

**D.** A member may be expelled or suspended by an affirmative vote of two thirds (2/3) vote of the Board of Directors present, for failure to observe any rule or regulation set forth in these Bylaws, or for conduct which is, in the opinion of the Board, prejudicial to the interests of the Association. The affected member shall be notified, in writing, no less than twenty (20) days prior to a Board of Directors meeting at which such action is to be considered, and shall have the opportunity to present his/her position prior to the final decision of the Board. A member expelled or suspended shall have the right to petition the Board of Directors, for reversal or reinstatement, after a minimum of sixty (60) days has elapsed. A petition for reversal or reinstatement must be submitted in writing to the Board of Directors at least twenty (20) days prior to a Board meeting at which such action is to be considered. An affirmative vote of two-thirds (2/3) of the Board of Directors present, shall be necessary for reversal or reinstatement.

**E.** Any person whose membership ceases shall remain liable for past due and accrued dues, assessments, or other charges owed and unpaid. All delinquent charges must be paid prior to reinstatement. Notice of resignation, expulsion, suspension, or other termination, may be posted in one (1) or more issues of the newsletter, on the website, <http://www.ahanm.com>, and on the Facebook page; notice of reversal or reinstatement may be posted in one (1) or more issues of the newsletter, on the website, and on the Facebook page. Such notifications may also be listed on any other written or electronic communication.

## **ARTICLE V VOTING PRIVILEGES AND ELECTIONS**

### **Section 1.**

An Adult Affiliate Member and an Associate Member in good standing shall have one vote on Association matters brought before the general membership. Adult Affiliate Member in good standing, additionally, shall have one vote on all regional and national matters brought before the Association.

### **Section 2.**

The timing of elections for Directors, Officers, and Delegates of the Association shall be held as specified in the Articles relating to those positions. Elections shall be conducted in accordance with the provisions of Article VII, Section 3B, subsection 6 (Nomination ad-hoc committee). Ballots may be returned either in person at the meeting at which such ballots will be counted, or by mail or email to reach the Association at least ten days prior to such a meeting. Unless a special election has been called, all ballots will be counted, and results announced, at the Annual Meeting of the Association held pursuant to Article VIII. Results of any special election

will be counted and results announced, at the next General Membership meeting scheduled for the Association pursuant to Article VIII.

### **Section 3.**

Voting by proxy is not allowed, but members may vote either in person or by electronic means.

### **Section 4.**

Officers and Directors shall be elected to their respective positions by a simple majority vote of the members (Adult Affiliate and Associate) submitting valid ballots. Delegates shall be elected to their respective positions by a simple majority vote of the Adult Affiliate Members submitting valid ballots.

## **ARTICLE VI**

### **FEES**

Annual Dues: annual dues shall be charged each member according to their membership category. The amount of the annual dues shall be proposed by the Board of Directors and voted upon at a General Membership meeting. A majority of affirmative votes of the members present and voting shall be required to approve any such proposal.

## **ARTICLE VII**

### **OFFICERS, DIRECTORS, COMMITTEES and DELEGATES**

#### **Section 1. Officers**

Officers of the Association shall consist of the President, Vice-President, Secretary, and Treasurer. Each of these Officers shall be an Adult Affiliate Member in good standing of the Association. They will be elected at the Annual Meeting for a period of one (1) year; commencing January 1 and ending December 31. Officers may succeed themselves. Any Officer of the Association may be removed by an affirmative vote of two-thirds (2/3) of the members present at any called meeting of the membership, provided that written notice of the purpose of said meeting has been given in accordance with Article X of these Bylaws. Examples of cause for removal: 1) missing three (3) consecutive Board meetings; 2) missing more than four (4) Board meetings in one (1) year; 3) not paying membership fees by the first-called Board meeting of the year; and 4) dereliction of duties; etc. Should a vacancy occur in the offices of Vice-President, Secretary, Treasurer, any Adult Affiliate Member in good standing may be elected by the affirmative vote of a majority of the Board of Directors to fill out the unexpired term. In the event the President is unable to serve out his/her full term, the Vice-President shall succeed him/her for the balance of the term.

**A.** The President shall be the chief executive officer of the Association and, subject to the oversight of the Board of Directors, shall have responsibility for the general supervision and direction of the business and Officers of the Association.

The President shall:

1. preside at all meetings of the Association and the Board of Directors;

2. appoint the chairpersons of all committees other than those provided for elsewhere in these Bylaws;
3. with the treasurer (or other appropriate individual), sign all written contracts authorized by the Association;
4. have the general powers and duties of management usually vested in the office of President of a Corporation and shall have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws;
5. serve as one of the Association's Delegates to the AHA Convention.

**B. The Vice-President shall:**

1. in the absence or disability of the President, perform all the duties of the President and when so acting, shall have all the power of, and be subject to all the restrictions placed upon the President;
2. be in charge of Programs at General Membership Meetings;
3. have other powers and perform other duties as may be prescribed by the President.

**C. The Secretary shall:**

1. keep, or cause to be kept, a book of all minutes of the Association and the Board of Directors meetings, with the time and location, type of meeting, the proceedings thereof, and the names of Officers and Directors present and absent, and shall submit such minutes for publication in the newsletter, either printed or electronic;
2. be responsible for the safekeeping of all correspondence and other valuable papers of the Association not assigned to another Officer or Director;
3. keep a record of all motions passed by the Board of Directors or the General Membership; inclusion of all motions in the meeting minutes will serve as an adequate record.
4. have other powers and perform other duties as may be prescribed by the President.

**D. The Treasurer shall:**

1. keep accurate books of account of the Association's transactions, which shall be the property of the Association;
2. prepare and present an itemized financial statement at the Annual Meeting, and at such other times as required by the President;
3. chair the Budget Committee and present a proposed Budget to the Board of Directors annually at the January Board Meeting;
4. supervise all accounts and checkbooks maintained by Standing Committees. These shall be limited to Recognized Shows, Futurity, and Youth Committees, and additional committees authorized by the affirmative vote of 2/3 of the Board of Directors. All such Committee accounts shall be considered to be temporary, and all Committee checkbooks and complete records of account shall be submitted to the Audit Committee within 90 days of the completion of the event/activity for which they were used, or when all accounts for the event/activity are settled, whichever occurs first. All such accounts shall be audited at least once a year and checkbooks returned to the appropriate person upon commencement of planning for the next event, as needed;
5. submit the Association books for an audit during the month of January each year;
6. perform all other duties commonly incidental to this office;
7. have other powers and perform other duties as may be prescribed by the President.

## **Section 2. Directors**

The Board of Directors shall be the administrative body of the Association. It shall 1) have power to take any action not inconsistent with law, with the Articles of Incorporation, with the Bylaws, or with any duly enacted resolution of the membership; 2) have power to propose dues and fees; 3) endeavor to carry out the wishes of the majority of the membership. The Board of Directors shall consist of the Officers of the Association (President, Vice-President, Secretary, Treasurer) and nine (9) additional directors: the Past President, the Newsletter Editor, and Chairpersons of the Membership, Activities and Promotions, Recognized Shows, Competitive Distance Trail, Futurity, Sport Horse, and Youth committees.

**A.** Directors shall be elected at the Annual Meeting. Each Director shall serve for a period of two (2) years, commencing January 1 and ending December 31. Directors may succeed themselves.

**B.** Directors shall be Adult Affiliate members in good standing of the Association.

**C.** Each Director shall submit a written budget proposal, with respect to the standing committee which they chair (if any), to the Budget Committee, on the official Budget Proposal form provided by the Budget Committee, no later than the November meeting of the Board of Directors. Outgoing Directors shall work closely with their replacements to develop their budgets.

**D.** Directors of Activities and Promotions, Competitive Distance Trail, Youth and the Newsletter Editor shall be elected to serve beginning in even-numbered years. Directors of Recognized Shows, Futurity, Sport Horse, and Membership shall be elected to serve beginning in odd-numbered years. The Past President serves *ex officio*.

**E.** Any member of the Board may be removed by an affirmative vote of two-thirds (2/3) of the remaining Board members, and replaced at any called meeting of the Board, provided that written notice of the purpose of said meeting has been given in accordance with Article X of these Bylaws. Examples of cause for removal: 1) missing three (3) consecutive Board meetings; 2) missing more than four (4) Board meetings in one (1) year; 3) not paying membership fees by the first called Board meeting of the year; and 4) dereliction of duties; etc. Should a vacancy in any Director position occur, any Adult Affiliate member may be elected by the affirmative vote of a majority of the remaining Board of Directors to fill out the unexpired term.

**F.** The required quorum for the conduct of Association business matters shall be five (5) members of the Board. Board members may participate in meetings in person or by electronic means and be counted as present for the conduct of business.

## **Section 3. Committees**

### **A. Standing Committees**

1. **Membership:** This committee, chaired by the Membership Director, shall keep, or cause to be kept, the official membership roster with addresses, telephone numbers, and other information on all members, and shall promptly notify AHA of any additions, changes or deletions;

2. **Editorial Review:** This committee, chaired by the Newsletter Editor, shall be responsible for publishing and distributing the newsletter, by mail or electronic means, on a schedule

established by the Board of Directors; and shall be responsible for reviewing all correspondence addressed to the Editor, Officers or Board of Directors, prior to publication in the newsletter;

3. Activities and Promotions: This committee, chaired by the Activities Director, shall coordinate all club events and activities, except for shows, meetings, or programs for meetings, and perform all other related tasks;

4. Recognized Shows: This committee, chaired by the Recognized Shows Director, shall arrange for show approvals, serve as liaison with Expo New Mexico or other facility officials, appoint Show Managers, and perform all other related tasks for all recognized shows sponsored by AHANM. Subcommittees include, but are not limited to, the Judges Selection and Trophy Committees;

5. Competitive Distance Trail: This committee, chaired by the Competitive Distance Trail Director, shall arrange for competitive trail and endurance events, serve as liaison with the respective organizations and groups (namely AHA, AERC and NATRC), and perform all other related tasks;

6. Futurity: This committee, chaired by the Futurity Director, shall administer the Halter Futurity program, and perform all other related tasks;

7. Sport Horse: This committee, chaired by the Sport Horse Director, shall serve as liaison with local, regional, and national dressage and sport horse groups, assist in organization and administration of dressage and sport horse activities for Arabian and Half-Arabian/Anglo Arabian Horses, and perform all other related tasks;

8. Youth: This committee, chaired by the Youth Director, shall serve as liaison between the Youth Group and the Board of Directors, and perform all other related tasks.

All standing committee chairpersons shall submit a written report to the Board by December 31. Summaries of these reports shall be published in the newsletter and on the website, <http://www.nmarab.com/>.

**B. Ad Hoc Committees shall include, but not be limited to:**

1. Audit: this committee shall be responsible for reviewing and/or auditing all books of finance for the Association, and all Committees which maintain separate accounts. The chairperson and committee members shall be appointed by the President;

2. Budget: this committee, chaired by the Treasurer, shall be responsible for constructing a budget for the succeeding calendar year. The proposed Budget shall be presented to the Board of Directors at the January meeting, where it may be revised and then voted on, approval requiring a majority of votes cast. Once approved, the Budget may be amended by the affirmative vote of a majority of the Board of Directors. No activity or event may be approved by the Board unless a Budget Proposal is first submitted on the official Budget Proposal form provided by the Budget Committee. The committee members shall be appointed by the Treasurer;

3. Bylaws: this committee shall consist of at least three (3) members, currently in good standing, and shall be responsible for reviewing the Association Bylaws for possible changes. The chairperson and members of the committee shall be appointed by the President;

4. Nominating: This committee shall consist of three (3) members, currently in good standing, who are neither Officers nor Directors and have been members for at least one (1) year previous. This committee shall propose candidates, and conduct the voting process for, the election of Officers, Directors and Delegates. The chairperson and committee members shall be appointed by the President. The committee, upon being formed, shall a) by use of the newsletter, website, and any other appropriate communication means, solicit from the membership, nominations for the offices and positions to be filled during the term of the committee; and b) recommend an early general membership meeting at which all nominations received and deemed qualified shall be presented to the general membership. At such meeting any additional nominations proposed by members shall be allowed. A final slate of candidates, based upon all qualified write-ins, additional floor nominations and recommendations, will be approved by a majority vote of the general membership at said meeting. Following the approval of the candidate slate, the committee shall a) prepare and distribute to the membership, ballots listing the approved slate, with no further additions made to the candidate slate appearing on the ballot; and b) recommend to the Board a date at which the results of the election shall be announced, along with such certification of results as the Board shall require.

5. Association Achievement Awards: this committee, chaired by the Activities and Promotions Director, shall be responsible for tabulating points for the Association's achievement awards. The committee members shall be appointed by the Publicity & Promotions Director.

All ad hoc committee chairpersons shall report to either a Director, Officer, or the Board of Directors and shall submit a written report at the conclusion of their committee task or not later than December 31 of each year. Summaries of these reports shall be published in the newsletter and on the website, <http://www.nmarab.com/>.

#### **Section 4. Delegates**

Delegates shall represent the Association at Regional and AHA meetings and conventions. The number of Delegates shall be determined by Region 8 and AHA dictates.

- A.** Delegates shall be Adult Affiliate members in good standing of the Association.
- B.** Delegates shall occupy the position for one (1) year, commencing immediately upon their election and serve until the election of their successors.
- C.** Upon election, delegates will inform themselves of current resolutions pending at both regional and AHA levels prior to any regional or AHA meeting at which said delegates will represent AHANM.
- D.** Prior to any representation of AHANM, each delegate will inform himself or herself of resolutions adopted by AHANM for presentation at any regional or AHA meeting at which the said delegate will represent AHANM.
- E.** In addition, each delegate will inform himself or herself of the position adopted by AHANM with respect to all other resolutions to be presented at any regional or AHA meeting at which the said delegate will represent AHANM, in particular, the specific intent of AHANM, in adopting its position regarding any such resolutions.



**F.** Delegates, in representing AHANM, will advocate the resolutions proposed by AHANM to the best of their ability, and will implement the specific intent of AHANM with respect to any resolution proposed at any such meeting, through statements in support or opposition, as appropriate, and by voting strictly in accordance with the declared specific intent of AHANM.

**G.** Delegates shall submit a written report within 30 days of their return from Regional and AHA meetings and conventions which they attend. These reports shall be published in the newsletter and on the website, <http://www.nmarab.com/>.

**H.** Delegates may be removed from their position for failing to attend Regional and AHA meetings and conventions, by an affirmative vote of two-thirds (2/3) of the members present at any called meeting of the membership, provided that written notice of the purpose of said meeting has been given in accordance with Article X of these Bylaws.

## **ARTICLE VIII**

### **MEETINGS**

#### **Section 1.**

The most current edition of Robert's Rules of Order shall govern the Association in all cases to which it is applicable and consistent with the Bylaws of the Association.

#### **Section 2. Annual Meeting**

The Annual Meeting of the Association shall be held in October. The time and place of the meeting will be designated in written or electronic notice to each member/family at least ten (10) days prior to the meeting. Publication in the newsletter shall satisfy this requirement. A quorum shall consist of fifteen (15) members in good standing.

#### **Section 3. General Membership Meetings**

Additional meetings (special purpose or regular business meetings) may be called by the President and written or electronic notice thereof shall be sent to each member/family at least ten (10) days prior to such meeting. Publication in the newsletter shall satisfy this requirement. The President must call a meeting of the membership upon the written request of twenty (20) of the voting members in good standing. Minutes of the meetings shall be recorded and distributed by written or electronic means.

#### **Section 4. Board of Directors Meetings**

A regular meeting of the Board of Directors shall be held at least four (4) times a year, with notice of such meeting given to the Directors at least ten (10) days prior to the meetings. Publication in the newsletter shall satisfy this requirement. There will be a joint Board of Directors meeting of outgoing and incoming Officers and Directors in November. Special meetings of the Board may be called by the President upon five (5) days notice. The President must call a meeting of the Board upon written request of three (3) Directors or ten (10) voting members in good standing. A quorum shall consist of five (5) Board members.

## **ARTICLE IX**

### **YOUTH GROUP**

### **Section 1. Members**

All Youth Affiliate Members of the Association shall be eligible to participate in the Youth Group, Youth Judging Team, and all other activities for Youth.

### **Section 2. Adult Advisor**

An adult advisor (the Youth Group Director) shall assist the Youth Group in their organization, program planning, etc. All other interested adults are encouraged to work with the Youth Director in assisting the Youth Group.

### **Section 3. Officers**

The Youth Group shall elect their own officers. These shall be President, Vice-President, Secretary, and others as the Youth Group deems necessary.

### **Section 4. Bylaws**

The Youth Group may adopt their own Bylaws as they deem necessary. These Bylaws shall not be inconsistent with the AHANM Bylaws and shall be subject to review and approval by the AHANM Board of Directors. Approval must be obtained prior to implementation.

### **Section 5. Association Relationship**

The Youth Group shall be a subsidiary group of the Association.

## **ARTICLE X**

### **AMENDMENTS**

The Bylaws of this Association, and any subordinate group, shall be amended at any General Membership Meeting of the Association by the affirmative vote (in person or by electronic means) of two-thirds (2/3) of the members voting. Such amendments shall be proposed in writing by any Voting Member to the Bylaws Committee. The proposed amendment(s) shall be included with the ten (10) days advance written notice required for notification of all such meetings.

Revised: August, 2022

Adopted: November 7, 2022