



USHJA Bylaw Policy and Procedure Manual

**I. USHJA Member Code of Conduct (Article 201)**

As a condition of membership in the USHJA members are subject to and shall abide by the Member Code of Conduct.

**Member Code of Conduct**

As members of the USHJA, we recognize our role in furthering the hunter and jumper sports by holding ourselves to the highest ethical standards. Members shall: adhere to the rules and standards set forth by the USHJA and USEF and work to further their goals and objectives; ensure that the welfare of the horse is the foremost consideration and that every horse shall be treated humanely, with dignity and compassion; and conduct all business affairs with transparency to promote confidence among all equestrians and the public in the hunter/jumper industry.

**II. Membership Categories (Article 204.1)**

Members have joined USHJA in one or more of the membership classifications listed below.

a. Junior Active Members. Those individuals who have not reached their eighteenth (18th) birthday as of December 1st of each competition year and who have paid the requisite dues and are eligible to compete as USHJA Junior Active Members in USEF licensed competitions.

b. Senior Active Members. Those individuals who have reached their eighteenth (18th) birthday as of December 1<sup>st</sup> of each competition year and who have paid the requisite dues and are eligible to compete as USHJA Senior Active Members in USEF licensed competitions.

c. Junior Associate Members. Those individuals who have not reached their eighteenth (18th) birthday as of December 1st of each competition year and who have paid the requisite dues and are not eligible to compete as USHJA Junior Active Members in USEF licensed competitions.

d. Senior Associate Members. Those individuals who have reached their eighteenth (18th) birthday as of December 1<sup>st</sup> of each competition year and who have paid the requisite dues and are not eligible to compete as USHJA Senior Active Members in USEF licensed competitions.

e. Life Members. Those individuals and/or entities that have paid the requisite dues and are not eligible to compete in USEF licensed competitions unless they have met USEF requirements to compete.

f. Contributing Members. Those individuals who have made a donation to support the USHJA. The minimum donation for a Contributing Membership is determined by the Board of Directors. Contributing Members may or may not be members in another category.

g. Founding Members. Those individuals and/or entities that made a donation to support the USHJA by November 30, 2004. These individuals and/or entities shall be listed as Founding Members of the USHJA. Founding Members may or may not be members in another category.

h. Outreach Individual Members. Those individuals who have paid the requisite dues and compete in classes which qualify for the USHJA Affiliate Equitation Awards Program and the Outreach Programs.

i. Outreach Competition Members. Those Outreach Competitions which have paid the requisite dues and offer Outreach Medal classes which qualify individuals for awards in the Silver, Bronze, Gold and Platinum Medal classes.

j. Collegiate Individual Members. Those (IHSA) members who have paid the requisite dues and compete in IHSA/USHJA Competitions. The membership year is September 1 to August 31. Collegiate Riders may join USHJA at any membership level.

k. Collegiate Coach Members. Those Collegiate Coaches who have paid the requisite dues and coach at IHSA/USHJA Competitions. The membership year is September 1 to August 31. Collegiate Coaches may join USHJA at any membership level.

i. Scholastic Members. Those IEA members who have paid the requisite dues. The membership year is September 1 to August 31. Scholastic members may join USHJA at any level.

### **III. Membership Benefits** (Article 204.4)

USHJA InStride Magazine shall be a benefit of membership in the USHJA.

### **IV. Modifications to Member Residence** (Article 204.5)

- If a USHJA member is also a member of the Federation, the member must apply to the Federation and receive approval to change their Member Residence. Upon approval of the Federation, the USHJA will change the member's residence.
- If a USHJA member is not also a member of the Federation, the member may request in writing to the ED a change of Member Residence. The member must provide the ED with proof of residency such as a valid Driver's License, Deed to Property, Lease, etc.

### **V. USHJA Athlete Definition** (Articles 204.6 and 403.1 (b) & (c))

Jumper Athletes – For the purposes of the USHJA Bylaws, the following set of criteria is used to define and determine a Jumper Athlete. Athlete definitions shall be reviewed and any amendments approved by the Board of Directors in each year in which an election of Directors occurs.

At the time of election, all Jumper Athlete representatives shall have demonstrated their qualifications as athletes by achieving one of the following:

1. Within the ten (10) years preceding election, represented the United States in the Olympic or Pan American Games, or an Operation Gold event, or a World Championship recognized by the NGB's IF for which a competitive selection process was administered by the NGB, or in a team sport, an international championship recognized by the IF of the NGB. This includes the following events:
  - Olympic Games
  - World Equestrian Games
  - Pan American Games

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- World Cup Final (as Operation Gold Event in post Olympic Games year, and possibly in Pan American Games year)

AND/OR

2. Within the twenty-four (24) months before election, demonstrate that they are actively engaged in amateur athletic competition by finishing in the top half of the NGB's national championships or team selection competition for the events outlined in subparagraphs (1) or (2) or in a team sport, have been a member of the NGB's national team. This includes the following events:

- Top 1/2 of the Selection Trials for the Olympic Games
- Top 1/2 of the Selection Trials for World Equestrian Games
- Top 1/2 of applicants on the Ranking List used for the Pan American Games Selection
- Top 1/2 of the US riders in the East and West Coast World Cup standings (skip over non-US citizens) in the years that the World Cup Final is Operations Gold event.
- Top 1/2 of the National Championships

Hunter Athletes – For the purposes of the USHJA Bylaws, the following set of criteria is used to define and determine a Hunter Athlete:

At the time of election, all Hunter Athlete representatives shall have demonstrated their qualifications as athletes by achieving one of the following:

1. Within the ten (10) years preceding election, shall have demonstrated that as a professional rider, they have finished as the Champion or Reserve Champion in the following events:

- USHJA International Hunter Derby Finals
- USHJA WCHR Pro Finals
- USHJA WCHR Pro Challenge

OR

2. Within the ten (10) years preceding election, shall have demonstrated that as a professional rider, they have finished in first place in an over fences class in any open section with fences set at a minimum of 3'6" in height at the following competitions:

- Capital Challenge
- Pennsylvania National
- Washington International
- The National
- Del Mar

AND/OR

3. Within the ten (10) years preceding election, shall have demonstrated that as a professional rider, they have finished in first place at the following competitions:

- USHJA International Hunter Derby Series Events
- USHJA WCHR Regional Events

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**VI. Election and Nomination of National Officers and At-Large Directors** (Article 301, 404.3 & 702.2(e))

**Nominating Committee Policy and Timeline**

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**PART I. Nominating Committee (NC)**

This document covers USHJA Board of Directors (BOD) approved duties, procedures and timeline in accordance with the Bylaws governing the USHJA election of National Officers and Directors. If, as a member of the Nominating Committee (NC), you have any questions, please contact the USHJA Executive Director, or the Chair of the Nominating Committee.

Confidentiality

Elections are a tedious and sensitive process and as a member of the NC, you are expected to maintain the confidentiality of the committee and its proceedings. Any breach of confidentiality will result in dismissal from the NC and may result in additional disciplinary action.

Required NC Member Participation Schedule Elections

All members accepting appointment to the Nominating Committee accept and agree to be available for an in-person or telephonic interview of National Officer and At-Large Board of Directors Candidates, as deemed necessary by a majority of the NC. These interviews will be conducted in the months prior to the September meeting of the Board of Directors and/or the Annual Meeting of the Board of Directors in a year having a scheduled election.

Vacancy Election Procedures

All NC members accepting appointment to the Nominating Committee accept and agree to be available for an in-person interview of National Officer and At-Large Candidates, if deemed necessary by a majority of the NC. These interviews will be conducted within 30 days following the date of a vacancy.

Nominating Committee Task {Bylaws excerpt Article 702 (2)}

In making nominations for Officers and At-Large Directors, the Nominating Committee shall consider the wide variety of interests and constituencies within the USHJA. These nominations

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should, insofar as is practical, seek to achieve an equitable representation of all interests on the Board of Directors

#### Nominating Committee Member Eligibility

Members of the NC may be nominated to hold an Officer or At-Large Director position. Should a member of the Nominating Committee become a candidate for a position that requires Nominating Committee selection, the nominated individual is to be removed immediately as a member of the Nominating Committee and a vacancy (Article 703 Section 3) on the Committee will be created. This action must be included in the minutes of the NC meeting.

The USHJA Nominating Committee (NC) shall oversee the nomination process and the selection of candidates for the position of National Officer and At-Large Director positions. The Executive Director shall serve as liaison to the Nominating Committee and shall assist the Chair with the nomination process.

## **PART II. USHJA Bylaws Reference**

### **Article 701 Nominating Committee**

Section 1. Composition. To be eligible to serve as a member of the Nominating Committee, an individual must be a Senior Active Member of USHJA and may not be currently seeking a position that requires Nominating Committee selection. Requirements for Jumper or Hunter designation are set forth in Article 201. The Nominating Committee shall consist of nine (9) Senior Active Members of the USHJA in good standing which shall be selected as follows:

a. Three (3) individuals shall be appointed by the Board of Directors to serve a term of four (4) years beginning in 2012. One (1) individual must be designated Jumper and one (1) individual must be designated Hunter. In 2016, three (3) individuals shall be appointed by the Board of Directors to serve a term of two (2) years. Beginning in 2018 all Nominating Committee terms shall be four (4) years.

b. Two (2) individuals designated Jumper shall be appointed by the Jumper Working Group to serve a term of two (2) years and thereafter, shall serve a term of four (4) years beginning in 2014. One (1) individual must be an Athlete at the time of election in accordance with Board of Directors "Athlete" requirements.

c. One (1) individual designated Jumper shall be appointed by the Jumper Working Group to serve a term of two (2) years beginning in 2016. There is no "Athlete" requirement for this individual. Beginning in 2018 all Nominating Committee terms shall be four (4) years.

d. Two (2) individuals designated Hunter shall be appointed by the Hunter Working Group to serve a term of two (2) years and thereafter, shall serve a term of four (4) years beginning in 2014. One (1) individual must be an Athlete at the time of election in accordance with Board of Directors "Athlete" requirements.

e. One (1) individual designated Hunter shall be appointed by the Hunter Working Group to serve a term of two (2) years beginning in 2016. There is no "Athlete" requirement for this individual. Beginning in 2018 all Nominating Committee terms shall be four (4) years.

Section 2. Selection. The Board of Directors, Jumper Working Group, and Hunter Working Group shall, in years in which a Presidential election shall occur, during the month of April, select the above requisite number of individuals to serve on the Nominating Committee.

## **Article 702 - Chair Selection and Duties**

Section 1. Nominating Committee Chair. The Nominating Committee shall elect a Chair from among the members.

Section 2. Duties of the Nominating Committee.

a. In making nominations for Officers and At-Large Directors, the Nominating Committee shall consider the wide variety of interests and constituencies within the USHJA. These nominations should, insofar as is practical, seek to achieve an equitable representation of all interests on the Board of Directors. The Nominating Committee shall consider the eligibility of individuals whose names have been put forward for consideration in meeting the leadership needs of USHJA. The Committee shall nominate for a position the individual that in the opinion of the majority of members of the Committee is the most qualified candidate by education, background and experience to fulfill the duties of the position for which the nomination is being made. In the event that no candidate exists for a position, then the Nominating Committee is to locate a qualified individual to fill the position(s).

b. Confidentiality. Nominating Committee discussions are confidential, including any nominations provided to the Board of Directors, and only the recommendations reported from the Committee are in the record.

c. Selection Process, Timeline and Membership Information. The Nominating Committee shall provide recommendations for changes, if any, to the Nominating and Election procedures and the election timeline to the Board of Directors prior to April 1<sup>st</sup> of each even numbered year. Prior to June 15<sup>th</sup> or May 15 ( See Part IV Nominating Committee Timeline) of each even numbered year, information regarding the Nominating and Election procedures approved by the Board of Directors shall be made available to the membership on the USHJA website.

d. Nominating Committee Nominations. At least forty-five (45) days prior to the September meeting of the Board of Directors and/or the Annual Meeting of the Board of Directors, the Nominating Committee shall submit, in writing to the Board of Directors, the nominations for At-Large Directors and/or for National Officers for the forthcoming meeting. Within ten (10) calendar days of receipt by the Board of Directors of the Nominating Committee nominations, any member of the Board of Directors may submit additional nominees for consideration by the Nominating Committee. The additional Board nominees will be added to the ballot providing that the Nominating Committee determines that they meet the Board of Directors established required criteria for the nominated position.

## **Article 703 - Nominating Committee Meetings and Terms**

Section 1. Quorum. Five (5) members of the Nominating Committee shall constitute a quorum.

Section 2. Proxies. Proxies are not permitted.

Section 3. Vacancy. Should a vacancy occur on the Nominating Committee, the entity responsible for selection of the individual creating the vacancy shall, within thirty (30) days of the vacancy occurring, select a Senior Active Member who is not seeking any office, subject to Nominating Committee review, to fill the vacancy.

Section 4. Term of Service. Terms for Nominating Committee members will begin on May 1<sup>st</sup> following election or appointment and continue for a period of four (4) years ending April 30. Individuals selected to fill the balance of a term will begin service as a member of the Nominating Committee upon selection and will complete the balance of the term. The maximum

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service as a member of the Nominating Committee shall be limited to two (2) consecutive terms. An individual not serving on the Nominating Committee for a period of three hundred thirty (330) consecutive days or for the period of time between Annual Meetings of the Board of Directors, whichever is less, shall be eligible to again serve on the Nominating Committee without consideration of prior service in determining Term limits.

### **PART III. USHJA Board Approved Criteria**

#### **USHJA Presidential Candidate - Required**

- Must be a USHJA Senior Active Member in good standing.
- Must be eligible to serve in accordance with term limits.
- Must agree to accept the responsibilities of the position if elected.
- Must have an appreciation of the dynamics and diversity of the sport nationally.
- Must have an appreciation of international sport.
- Must have respect from others and to others.
- Must have previous governance experience within the USHJA.
- Must be able to travel on USHJA business approximately sixty (60) days per year.

**Presidential Qualities & Abilities** - In addition to the requirements above, the ideal candidate would possess some or all of the following qualities and abilities. \* Service in equestrian organizational governance is preferred and service as a Director or Officer of the USHJA for at least two out of the previous four years shall be given priority in the selection of candidates.

- Thoroughly familiar with the USHJA and its policies and procedures.
- High personal and professional integrity.
- Exceptionally good ability and judgment.
- High level of experience and capability in Board oversight responsibilities including finance, marketing, fundraising, audit, management, communications and sport.
- Ability to clearly communicate and ability to inspire.
- Passion for the sport and ability to inspire and motivate others to that passion.
- Appreciation of the relationship with the USEF and its other Recognized Breed and Discipline Affiliates organizations.
- Credibility nationally.
- Consensus builder.
- Strategic thinker.
- Understanding the necessity of continued growth and inclusion of others into our sport.

#### **USHJA Vice Presidential Candidate - Required**

- Must be a USHJA Senior Active Member in good standing.
- Must be eligible to serve in accordance with term limits.
- Must agree to accept the responsibilities of the position if elected.
- Must have an appreciation of the dynamics and diversity of the sport nationally.

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- Must have an appreciation of international sport.
- Must have respect from others and to others.
- Must have previous governance experience within the USHJA.
- Must be able to travel on USHJA business approximately sixty (60) days per year.

**Treasurer, Secretary and At-Large Directors - Required**

- Must be a USHJA Senior Active Member in good standing.
- Must be eligible to serve in accordance with term limits.
- Must agree to accept the responsibilities of the position if elected.
- Must have an appreciation of the dynamics and diversity of the sport nationally.
- Must have respect from others and to others.

**Vice President, Treasurer, Secretary and At-Large Directors - In addition to the requirements for each office above, the ideal candidate would possess some or all of the following qualities and abilities.** \*For the office of Vice President, service in equestrian organizational governance is preferred and service as a Director or Officer of the USHJA for at least two out of the previous four years shall be given priority in the selection of candidates.

- Familiar with the USHJA and its policies and procedures.
- High personal and professional integrity.
- Exceptional ability and judgment.
- Experience and capability in Board oversight responsibilities.
- Ability to clearly communicate and ability to inspire.
- Consensus builder.
- Strategic thinker.
- Understanding the necessity of continued growth and inclusion of others into our sport.

**PART IV. Nominating Committee Timeline**

**(Note if the Annual Meeting of the Board of Directors is scheduled to convene prior to December 1<sup>st</sup>, then all dates below on the left side, shall be advanced (earlier) by one month as shown on the right side.)**

Note: Below is a Board of Directors (BOD) recommended timeline and when necessary may be altered by a majority vote of the Nominating Committee (NC), when deemed necessary by the NC to accomplish the Task.

<b><u>Annual Meeting Begins</u></b> <b><u>December</u></b>	<b><u>TASK</u></b>	<b><u>Annual Meeting Begins</u></b> <b><u>November</u></b>
<b>April 1</b>	The Nominating Committee shall provide to the Board of Directors any NC recommendations for changes to nominating and election procedures and timeline.	<b>March 1</b>



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<b>June 1</b>	Nominating Form to be approved by the NC for submission of nominations. Notice of “Membership Nomination Period” information to be made available on the USHJA website.	<b>May 1</b>
<b>June 15</b>	Membership Nomination Period for National Officers and Directors At-Large begins.	<b>May 15</b>
<b>August 1</b>	NC to meet and develop a list of basic questions for all candidates to be asked which will be distributed to the nominees. NC to consider the interview format.	<b>July 1</b>
<b>August 15</b>	Membership Nomination Period for National Officers and Directors At-Large ends.	<b>July 15</b>
<b>Sept 15</b>	Deadline for all nominee responses to questions to be submitted to the Executive Director at the USHJA Lexington, KY office for NC use. Following receipt and review of the written responses to interview questions, the NC shall meet to create a short list of candidates to interview.	<b>August 1</b>
<b>October 1</b>	Candidates not selected by the NC for short list will be notified. NC Candidate Interview process will begins. NC shall interview short list candidates. The nature and location of the interview process will be determined by the NC and may be in-person or via conference call or another process as determined by the NC. At least five Members of the NC must be present during the interviews.	<b>Sept 1</b>
<b>October 20</b>	NC shall finalize their list of Nominees.	<b>Sept 20<sup>th</sup></b>
<b>October 21</b>	Candidate(s) not selected will be notified prior to the NC announcement of NC Candidate(s). The NC slate of candidates for National Officers and At-Large Directors positions will be circulated to the BOD. Within ten (10) calendar days of receipt by the BOD of the NC Slate of nominations, any member of the Board of Directors may submit additional nominees for consideration by the Nominating Committee, and addition to the ballot. Candidates to be nominated by the BOD must be identified by Directors in writing to the NC on or before the end of the ten (10) day nomination period.	<b>Sept 21</b>
<b>November 2</b>	Nominations are closed at the end of the ten (10) day BOD additional nomination period. Additions to the list of nominees after this ten (10) day BOD nomination period has closed, may only be made if nominations are re-opened by a two thirds vote of the full BOD.	<b>October 2</b>
<b>November 10</b>	NC will consider BOD nominated candidates. The Board Nominees must complete the required documents and respond to	<b>October 10</b>

the same questions answered by the other candidates. The NC shall review the required criteria for Board nominated candidates, and include the NC comments relating to the BOD required criteria in the Nominating Committee report to the BOD. The NC is not required to conduct interviews of the BOD Nominated candidates due to time constraints, unless the NC determines otherwise.

**November 20** Final Slate of Candidates – The final slate of NC Candidates with **October 20** additional qualified nominees submitted by the Board of Directors and approved by the NC as meeting the “required” BOD approved criteria will be submitted by the NC for the USHJA BOD Annual Meeting agenda and posted on the USHJA website.

### **Nominating Committee Timeline for Election of President at a September Meeting**

Note: Below is a Board of Directors (BOD) recommended timeline and when necessary may be altered by a majority vote of the Nominating Committee (NC), when deemed necessary by the NC to accomplish the Task.

#### **September Meeting**

#### **TASK**

- |                |  |
|----------------|--|
| <b>March 1</b> | The Nominating Committee shall provide to the Board of Directors any NC recommendations for changes to nominating and election procedures and timeline.  |
| <b>March 1</b> | Nominating Form to be approved by the NC for submission of nominations. Notice of “Membership Nomination Period” information to be made available on the USHJA website.  |
| <b>March 1</b> | NC to meet and develop a list of basic questions for all candidates to be asked which will be distributed to the nominees. NC to consider the interview format.  |
| <b>April 1</b> | Membership Nomination Period for Office of the President opens.  |
| <b>May 1</b>   | Membership Nomination Period for Office of the President closes.   |
| <b>May 15</b>  | Deadline for all nominee responses to questions to be submitted to the Executive Director at the USHJA Lexington, KY office for NC use. Following receipt and review of the written responses to interview questions, the NC shall meet to create a short list of candidates to interview.   |
| <b>June 1</b>  | Candidates not selected by the NC for short list will be notified. NC Candidate Interview process will begin. NC shall interview short list candidates. The nature and location of the interview process will be determined by the NC and may be in-person or via conference call or another process as determined by the NC. At least five (5) Members of the NC must be present during the interviews. |

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- June 15** NC shall finalize their list of Nominees.
- July 1** Candidate(s) not selected will be notified prior to the NC announcement of NC Candidate(s). The NC slate of candidates for position of President will be circulated to the BOD. Within ten (10) calendar days of receipt by the BOD of the NC Slate of nominations, any member of the Board of Directors may submit additional nominees for consideration by the Nominating Committee, and addition to the ballot. Candidates to be nominated by the BOD must be identified by Directors in writing to the NC on or before the end of the ten (10) day nomination period.
- July 10** Nominations are closed at the end of the ten (10) day BOD additional nomination period. Additions to the list of nominees after this ten (10) day BOD nomination period has closed, may only be made if nominations are re-opened by a two thirds vote of the full BOD.
- July 20** NC will consider BOD nominated candidates. The Board Nominees must complete the required documents and respond to the same questions answered by the other candidates. The NC shall review the required criteria for Board nominated candidates, and include the NC comments relating to the BOD required criteria in the Nominating Committee report to the BOD. The NC is not required to conduct interviews of the BOD Nominated candidates due to time constraints, unless the NC determines otherwise.
- August 1** Final Slate of Candidates – The final slate of NC Candidates with additional qualified nominees submitted by the Board of Directors and approved by the NC as meeting the “required” BOD approved criteria will be submitted by the NC for the USHJA BOD September Meeting agenda and posted on the USHJA website.

**PART V. Election and Balloting Procedures (See Part VI Election Cycle Calendar)**

**Election of the President:** At the September Meeting of the USHJA BOD, the Chair of the NC shall present the NC slate of nominees for election to the BOD. All candidates for President shall make a short presentation to the BOD and answer any questions of the Directors.

**Election of Officers:** At the Annual Meeting of the USHJA BOD, the Chair of the NC shall present the NC slate of nominees for election to the BOD. All candidates for Vice President, Secretary or Treasurer shall make a short presentation to the BOD and answer any questions of the Directors.

The BOD shall elect the President utilizing a secret ballot at the September open meeting of the Board of Directors. The BOD shall elect the Vice President, Secretary, Treasurer and Directors utilizing a secret ballot at the first open meeting of the BOD during the Annual Meeting of the BOD.

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**Ballot – September Meeting President Election**

The election of the President will be conducted by secret ballot at the September meeting of the Board of Directors following the National Officer reports and consideration of the minutes of the last meeting. The Nominating Committee final Slate of candidates and any additional Board of Directors Nominees for the President’s position will be on the Ballot.

In the event there is a tied vote for the Officer of President, there will be a run-off ballot between those candidates with the highest number of votes.

The President, having been elected in September, will officially assume the duties of the Office of President upon adjournment of the USHJA Annual Meeting of the Board of Directors.

**Ballot #1 – Annual Meeting National Officer Elections**

The election of National Officers (Vice President, Secretary and Treasurer) will be conducted as the first ballot in the election process. The election is to be scheduled at the first open meeting session of the Annual Meeting of the Board of Directors following the National Officer reports and consideration of the minutes of the last meeting. The Nominating Committee final Slate of candidates and any additional Board of Directors Nominees for National Officers positions will be on one Ballot and identified by office.

In the event there is a tied vote for the National Officer positions, there will be a run-off ballot between those candidates for an office with the highest number of votes on a ballot for each office.

Newly elected National Officers assume the duties of their Office upon adjournment of the USHJA Annual Meeting of the Board of Directors.

**Ballot # 2 – Annual Meeting Board Directors Elections**

The election of Directors At-Large will be conducted as the second ballot in the election process scheduled as the next agenda item of the first open meeting session of the Annual Meeting of the Board of Directors following completion of the National Officer elections.

The election will be conducted following announcement of the results of the National Officer elections to the Board of Directors. All properly nominated candidates for Board Director positions will be on one Ballot identified by representation position.

Only the Chairperson selected by the Working Group is eligible to hold the representation position of USHJA Discipline VP. No additional nominees for this position may be considered.

Only individuals selected by the Working Group are eligible to hold the representation positions relating to the Hunter or Jumper Discipline Working Group. No additional nominees for this position may be considered.

Only the individual serving as President of the Foundation is eligible to hold the representation position designated as Foundation.

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In the event there is a tied vote for a Director representation position, there will be a run-off ballot between those candidates with the highest number of votes on the ballot for the Director position.

Newly elected Directors assume the duties of their Office upon adjournment of the USHJA Annual Meeting of the Board of Directors.

## **PART VI. USHJA Election Cycle Schedule**

### **Election Cycle - Officers, Discipline VP and Directors**

#### **2012**

All twenty one (21) members of the Board of Directors (Officers, Discipline VPs, and other Directors) were elected in 2012 in connection with implementation a change in the structure.

Election of President	4 year term	Next election 2016
Election of Treasurer	4 year term	Next election 2016
Election of Secretary	2 year term	Next election 2014
Election of Hunter Discipline VP	4 year term	Next election 2016
Election of 1 Hunter Discipline Director	4 year term	Next election 2016
Election of 2 Hunter Discipline Directors	2 year term	Next election 2014
Election of Jumper Discipline VP	4 year term	Next election 2016
Election of 1 Jumper Discipline Director	4 year term	Next election 2016
Election of 2 Jumper Discipline Directors	2 year term	Next election 2014
Election of 1 Affiliate Directors	4 year term	Next election 2016
Election of 1 Affiliate Directors	2 year term	Next election 2014
Election of 3 At Large Directors	4 year term	Next election 2016
Election of 4 At Large Directors	2 year term	Next election 2014
Election of Foundation Pres. Director	While serving as Foundation Pres.	

#### **2014**

Ten (10) seats on the Board of Directors that were elected in 2012 in connection with implementation a change in the structure are subject to election again in 2014. The 2014 elections are to implement a staggered election process for the Board of Directors for the changed Board structure. In addition, the Board of Directors has approved, effective April 28, 2014, the addition of a new National Officer designated as Vice President. The Vice President position will be included in the 2014 election process for an initial term of two (2) years, and beginning in 2016 the Vice President term will be four (4) years.

Election of Vice President	2 year term	Next election 2016
Election of Secretary	4 year term	Next election 2018
Election of 2 Hunter Discipline Directors	4 year term	Next election 2018
Election of 2 Jumper Discipline Directors	4 year term	Next election 2018
Election of 1 Affiliate Directors	4 year term	Next election 2018
Election of 4 At Large Directors	4 year term	Next election 2018

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**2016**

Staggered terms for the new Board structure will require that the Treasurer be set as a two (2) year term in 2016 in order that it will be in the same election cycle as the Secretary, thus complete and subsequent scheduled elections will be for a four (4) year term beginning in 2018.

Election of President	4 year term	Next election 2020
Election of Vice President	4 year term	Next election 2020
Election of Treasurer	2 year term	Next election 2018
Election of Hunter Discipline VP	4 year term	Next election 2020
Election of 1 Hunter Discipline Director	4 year term	Next election 2020
Election of Jumper Discipline VP	4 year term	Next election 2020
Election of 1 Jumper Discipline Director	4 year term	Next election 2020
Election of 1 Jumper Discipline Directors	4 year term	Next election 2020
Election of 3 At Large Directors	4 year term	Next election 2020

**2018**

Four (4) year terms.

Election of Secretary	4 year term	Next election 2022
Election of Treasurer	4 year term	Next election 2022
Election of 2 Hunter Discipline Directors	4 year term	Next election 2022
Election of 2 Jumper Discipline Directors	4 year term	Next election 2022
Election of 1 Hunter Discipline Directors	4 year term	Next election 2022
Election of 4 At Large Directors	4 year term	Next election 2022

**Director Emeritus** - One (1) non-voting member of the Board of Directors may be elected at each Annual Meeting of the USHJA Board of Directors.

**Vacancy** - Any Officer or Director Vacancy shall be filled by election of individual for the remainder of the term, in the manner specified for the position in Article 403 of the Bylaws.

**Election Cycle - Nominating Committee Members**

<b><u>Selection during month of April</u></b>	<b><u>2012 Term</u></b>	<b><u>2014</u></b>	<b><u>2016</u></b>	<b><u>2018</u></b>
<u>Board of Directors appoints 3</u>	3 (4 yr)		3 (2 yr)	3 (4 yr)
One must be Jumper designated				
One must be Hunter designated				
One any designation				
<b><u>Selection during month of April</u></b>	<b><u>2012 Term</u></b>	<b><u>2014</u></b>	<b><u>2016</u></b>	<b><u>2018</u></b>
<u>Jumper Working Group appoints 2</u>	2 (2 yr)	2 (4 yr)		2 (4 yr)
One must be Athlete at election				
<u>Jumper Working Group appoints 1</u>			1 (2 yr)	1 (4 yr)
No athlete requirement				
<u>Hunter Working Group appoints 2</u>	2 (2yr)	2 (4yr)		2 (4 yr)
One must be Athlete at election				

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Hunter Working Group appoints 1  
No athlete requirement

1 (2 yr)      1 (4 yr)

**VI. National Officers Vacancies** (Article 302.5)

A National Officer vacancy shall be filled in the manner in which the position was originally seated and in accordance with the USHJA Bylaws.

**VII. Director Vacancies** (Article 404.3, .6 & .7)

A Director vacancy shall be filled in the manner in which the position was originally seated and in accordance with the USHJA Bylaws.

**VIII. Committee Composition** (Article 902)

- Standing Committees, except the Audit and Nominating Committees, shall elect a Chair and may elect a Vice Chair from the members of the committee.
- Zone Committee Chairs and Vice Chairs shall be appointed by the President from the members of the committee, first taking into consideration recommendations from the Zone Committee. The President will consider previous performance in a leadership capacity including fulfilling the duties of Zone Chair and their conduct as it relates to the best interest of the USHJA.

**XI. Conduct Review Committee Appeal Process** (Article 1002.3)

Individuals may choose to appeal the decision of the Conduct Review Committee in accordance with the following procedures:

- Submit a request in writing to the Executive Committee through the ED asking for an appeal of the decision of the Conduct Review Committee.
- In the request, identify the reasons for the appeal and submit any new evidence not previously presented to the Conduct Review Committee.
- Decision of the Executive Committee shall be final and binding with no further review and/or appeal of any kind.

**X. Zone Elections** (Article 1101 and 1102)

Zone elections shall be conducted as follows:

a) Each Zone will elect a maximum of six (6) representatives. Three (3) of the representatives will be designated hunter and three (3) will be designated jumper.

b) The four (4) Affiliate Member Organizations with the highest number of Senior Active (or AMO equivalent category) members within the Zone and that are both a member in good standing with the USHJA as of March 1, 2016 and meet the criteria defined in the Bylaws (see Article 1201), may recommend a representative for appointment by the President to the respective Zone Committee. Membership totals will be calculated based on the AMO's membership as of November 30, 2015. These representatives must be a member of the Board of Directors of the Affiliate Member Organization. If a director of an Affiliate Member Organization has been elected as a member of the Zone Committee, that AMO will not appoint a representative. The President will invite the AMO with the next highest Senior Active membership (or AMO equivalent category) to recommend a representative.

c) The President shall appoint a minimum of five (5) additional Senior Active Members to the Committee who have designated the applicable primary affiliation of hunter or jumper. In

selecting these appointments, the President shall give consideration to the following factors: Zone level experience, geographic and constituency representation, technical expertise and governance experience.

d) The President shall appoint the Chair and Vice Chair from members of the committee, first taking into consideration the recommendations from the Zone Committee. The President will consider previous performance in a leadership role of those recommended, including lack of past leadership, lack of fulfilling the duties required of Zone leadership or actions that did not serve the best interest of the Zone and the USHJA. The Zone Committee shall elect a Treasurer from its committee members. The Chair or Vice Chair cannot serve as Treasurer.

e) Any vacancy on a Zone Committee shall be filled by the President.

f) A vacancy in the position of Zone Chair shall be filled by the elevation of the Zone Vice Chair. A vacancy in the position of a Zone Vice Chair shall be filled by the appointment of a new Vice Chair by the President. A vacancy in the position of Zone Treasurer shall be filled by the committee with the election of a new Treasurer.

h) A Zone Committee member who elects to change their primary designation during their term of service must resign from their seat, except representatives of Zones 11 Hawaii and 12 Alaska.

#### 2016 - USHJA Zone Election Timeline & Procedures

##### **December 2015**

Each hunter and jumper zone shall appoint a Zone Nominating Committee (ZNC).

- Each of the Zone Committees shall hold a meeting to recommend three individuals for appointment to the ZNC and the USHJA President shall appoint a minimum of three additional members to the ZNC.
  - These appointments must be Senior Active or Associate members in good standing of the USHJA, reside within the zone per USHJA Bylaws and may or may not be members of the Zone Committee.
- The President shall appoint the Chairman of the ZNC.
- The ZNC will be responsible for insuring a minimum of three (3) and a maximum of six (6) hunter designated nominees and a minimum of three (3) and a maximum of six (6) jumper designated nominees has been met and that the nominees have met all requirements.

##### **January 2016**

- Nominations for Zone Committee members will open January 1, 2016.
- Nomination forms will be available on the USHJA website home page and also on each individual Zone's page.
- Recommendations for nominations may be submitted to the USHJA office by Senior Active or Senior Associate Members in good standing of the USHJA. Recommendations must be accompanied by the name and USHJA membership number of the individual making the recommendation, a short biography of the individual being recommended including their equestrian participation and governance experience.
- As nominations are received, each Nominee will be sent Nominee Packet which will include the USHJA Code of Conduct and Conflict of Interest Policy, Zone Committee member job description, and a Nominee Response Form to be returned indicating the



Nominee's understanding and acceptance of the conditions of service and indicating their willingness to serve if elected.

### **March 2016**

- Nominations Close on March 1, 2016. Incomplete recommendations or late nominations will not be eligible for inclusion on the ballot.
- On or before March 1, 2016. Affiliates must have provided association membership data (senior active members or the AMO's highest equivalent member category) based on November 30, 2015 information to substantiate eligibility to serve as one of the four largest AMOs.
- The names of all nominees meeting eligibility requirements will be forwarded to the Zone Nominating Committee for their consideration.
- Zone Nominating Committees may add nominees to the ballot should the minimum required number of nominees not be met.
  - If additional nominees must be added, the Zone Nominating Committee must analyze the nominees with regard to: Zone level experience, geographic balance, technical expertise, governance expertise, constituency representation.
  - All additional nominees put forward for the ballot by a Zone Nominating Committee must meet the eligibility requirements and will be sent the Nominee packet and only those who return the completed Nominee Response Form by April 30, 2016 will be added to the Zone Ballot.
- If the number of nominees exceeds the maximum allowed, the Zone Nominating Committee shall analyze the nominees with regard to: Zone level experience, geographic balance, technical expertise, governance expertise, constituency representation and shall select the candidates who are best qualified to represent these interests and the interests of the zone members.

### **May 2016**

- On May 15, 2016, the ballots and biographies will be posted on each USHJA Zone webpage.
- Members will be required to log in on a secure site and through log-in their eligibility to vote will be verified. The election materials will consist of the following:
- A ballot containing the names of candidates determined by the Zone Nominating Committee.
- A biographical statement provided by each candidate.
- The attendance record for Zone Committee meetings of each incumbent.

### **July – September 2016**

- On July 1, 2016, Zone Elections close and sign-in on the secure voting site will no longer be possible.
- On or about July 15, 2016, the USHJA office will notify each newly elected Zone Committee member of his or her election by email following the finalization of the election results.
- On or before July 31, 2016 the four (4) largest USHJA Affiliate Member Organizations in each zone, as determined by their number of members, will be contacted by the ED to

recommend a candidate for appointment by the President to the Zone Committee. Notification shall include the names of the elected individuals.

- The Executive Committee shall meet and perform its duties with regards to the appointment of additional members to the Zone Committees.
- Once the seating of each Zone Committee is completed, the ED will conduct a call with each Zone Committee to receive their recommendations on Chair and Vice-Chair.
  - The Executive Committee shall meet and perform their duties with regards to the appointment of the Chair and Vice-Chair of the Zone Committees. In the event that the EC chooses to recommend to the Board individuals other than those recommended by the Zone Committees, the ED shall communicate their decision to the Zone Committee members by conference call.
- EC recommendations will go forward to the Board for their review.
  - Zone Chairs and Vice-Chairs will be seated following BOD approval.

### **October 2016**

- Newly created Zone Committees will attend the October Zone Committee teleconference meeting.
- These meetings will serve to inform and educate the newly formed committees as to the progress of the Zone's work.

### **November 2016**

- Newly created Zone Committees shall be seated.
- Following seating the Zone Committees shall elect a treasurer.

## **XI. Budgets of USHJA** (Article 1302)

Each year the USHJA shall develop a proposed budget for the next fiscal year in accordance with Board of Directors approved policy. This budget will be developed as follows:

- a. The ED shall oversee the preparation of the USHJA's Annual Budget.
- b. Working with the ED, each USHJA department shall prepare a budget detailing all of the proposed activities within its respective areas of expertise and specifically setting forth all revenues and expenses associated with those activities. The ED shall then submit this budget to the Finance Committee at least thirty (30) days in advance of the Annual Meeting of the Board of Directors.
- c. The Finance Committee shall review the proposed budget, verify the accuracy of all proposed expenses and revenues and compare those figures to historical performance. If the Finance Committee believes there may be a material deficiency, it shall notify the ED of such deficiency. The ED and Finance Committee shall work cooperatively to eliminate any deficiency.
- d. Once the Finance Committee has approved a comprehensive budget, it shall be referred to the Board of Directors for review and approval at a special meeting prior to the Annual Meeting noticed in accordance with Article 404.8. The Board of Directors shall accept, reject or modify the next fiscal year's budget by a majority vote of the Directors present at the special meeting. The Board of Directors may participate in this meeting by means of a conference telephone or similar communications equipment that allows all persons participating in the meeting to hear each other at the same time. If the Board of Directors rejects the next fiscal year's budget, it shall return it to the ED and Chair of the Budget and Finance Committee

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with specific comments as to why it was rejected. The ED shall then provide a revised proposed budget to the Finance Committee for its approval and recommendation to the Board.

In the event the next fiscal year begins without an approved budget, the Executive Committee shall approve an emergency interim budget consistent with the comprehensive budget recommended by the Finance Committee as needed to allow the USHJA to operate until a final budget is approved.

## **XII. USHJA Foundation Representation** *(BOD 12/13/16)*

### Appointment of Directors to the USHJA Foundation\*

The USHJA President will put forward names to the USHJA Board of Directors for appointment to the USHJA Foundation Board of Directors. The number of Directors appointed to the USHJA Foundation Board shall constitute a majority of the Foundation Board members. This number will be adjusted at any time to ensure a majority is maintained.

### Removal of Directors

Any Director appointed to the USHJA Foundation by the President of USHJA can be removed from his/her position by the USHJA Board of Directors with or without cause.

\*In order to maintain IRS Type 1 Public Charity status, the majority of the USHJA Foundation Directors must be appointed by the USHJA Board of Directors.