



North Louisiana Equestrian Association

Bylaws - Revised April 8, 2008

Article I-Name

The name of this association shall be the **North Louisiana Equestrian Association (NLEA)**.

Article II-Object

The object of this association is to promote local competition, as well as educate its members in all phases of equestrian science with special emphasis on English riding, including but not limited to hunters, hunter seat equitation, jumpers, dressage and combined training.

Article III-Membership

Section 1 - Classes of Members

The following classes of members shall be offered; **Individual, Individual Life, Family and Family Life**.

Section 2 - Dues or Fees

Individual members-\$25.00 annual dues-Individual members shall have all rights and privileges of membership in the Association.

Individual Life members-\$250.00-Life members are exempt from annual dues and shall have all rights and privileges of membership in the Association.

Family members-\$35.00 annual dues-Family membership shall be confined to spouses, parents or legal guardians and children of a family group less than 19 years of age. A family membership has one voting member, which may change within the family, and shall have all rights and privileges of membership in the Association.

Family Life members-\$350.00-Family life memberships are exempt from annual dues. They shall be confined to spouses, parents or legal guardians and children of a family group less than 19 years of age. A family membership has one voting member, which may change within the family, and shall have all rights and privileges of membership in the Association.

Membership is initiated when dues are paid and may not be retroactive. A member in good standing is defined as one whose dues are paid for the current year and has no outstanding debt with any show secretary or recognized show organizer. Only members in good standing may vote or acquire points for annual awards.

Article IV-Officers

Section 1 - The officers of the **North Louisiana Equestrian Association (NLEA)** shall be the **President, Vice President, Secretary** and **Treasurer**.

President-The president shall be the chief executive officer and the official representative of the Association. He shall preside at all meetings. He shall sign all contracts and obligations for the Association. He shall appoint, subject to the approval of the Board of Directors, all Committee chairmen and serve as an ex-officio member of each Committee, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. At the end of his term, the president shall be granted an honorary **Individual Life Membership** in the **NLEA**.

Vice President-The vice president shall serve in the absence of the president, with all power and authority of the president, as described above, and perform such duties as prescribed by the parliamentary authority adopted by the Association. The vice president has the responsibility to receive and coordinate show packets for all **NLEA** recognized shows. In the case of vacancy in the office of president, the vice president shall fill the unexpired term.

Secretary-The secretary shall keep and maintain records of all meetings of the Association keep an accurate roster of members, including all contact information and shall conduct the correspondence of the Association. He shall provide to the membership and the Board of Directors meeting minutes no more than thirty (30) days after all meetings and thirty (30) days prior to the Annual meeting. He shall provide meeting notices, election notices and election ballots. Correspondence from the secretary to the membership shall be by U.S. mail and/or posted on the **NLEA** website.

Treasurer-The treasurer shall collect all monies due the Association, have care and custody of and be responsible for the funds of the Association. He shall deposit funds in a bank designated by the **NLEA** Board of Directors. He shall pay all bills upon receipt and keep accurate records. He shall make a full report, in writing, of the financial condition of the Association at the Annual Meeting and at such other times deemed necessary by the President and/or the Board of Directors. He shall prepare and maintain an accurate list of members in good standing. He shall be aware of and responsible for filing all financial reports required by state and federal statute, maintain all insurance policies of the Association and such other duties as prescribed by the parliamentary authority adopted by the Association.

Section 2 - Nominations and Elections

At least sixty (60) days prior to the Annual Meeting, the Executive Board of the **NLEA** shall call a meeting for the purpose of electing a Nominating Committee. This Committee shall have three (3) members, one (1) serving as Chairman and one (1) serving as Election Auditor. It is the duty of this Committee to present a slate of officers to the general membership.

Section 3 - Eligibility

Only individuals who have been members in good standing in the Association for 1 year shall be eligible to serve on the Board. Board members must be at least 19 years of age. The Association does not recognize proxy voting.

Section 4 - Ballot and Term of Office

The secretary shall prepare a ballot listing all nominations submitted by the Nominating Committee. The ballot shall be supplied U.S. mail and/or posted on the **NLEA** website to the general membership at least 30 days, but not less than 7 days prior to the Annual Meeting. Additional nominations from the general membership shall be accepted. The officers of the Association shall assume office as soon as elected, shall hold office for the term of one year or/and until their successors are elected.

Section 5 - Vacancies

Vacancies of officers, except for the President, shall be filled by a member of the Board of Directors elected by the officers.

Article V-Meetings

Section 1 - Meeting days

The Annual Meeting of the **NLEA** will be held in January of each year. The general membership shall be notified of all meetings by U.S. mail and/or posting on the **NLEA** website.

Section 2 - Quorum

The quorum shall be two thirds (2/3) of the members present at the meeting.

Section 3 - Special meetings

Special meetings of the general membership of this Association may be called by the President, by a majority of the Board of Directors, or by one third (1/3) of the general membership by U.S. mail and/or posted on the **NLEA** website. Notice of special meetings shall be no less than seven (7) days.

Article VI-Executive Board

Section 1 - Board composition

The Board of Directors of the **North Louisiana Equestrian Association (NLEA)** shall be the **President, Vice President, Secretary, Treasurer, and five (5) elected members.**

Section 2 - Meetings

The Board of Directors shall meet as necessary at a time and place designated by the President and /or the Board of Directors. The secretary of the Association shall provide notice of this meeting by U.S. Mail and/or posting on the **NLEA** website. Special meetings of the Board of Directors may be called at the discretion of the president or upon the request of one Director, at least seven days prior to the meeting. The Board of Directors meetings shall be open to the general membership.

Section 3 - Duties

It shall be the duty of the Board of Directors to administer the Bylaws of this Association. The Board shall have the responsibility of enforcing the rules of the **USEF** as they apply to the Bylaws of the Association unless otherwise stated in these Bylaws. The Board of Directors may adopt, at its discretion, such rules, specifications and regulations as are necessary to the interests of the Association.

Section 4 - Removal and Vacancies

Any Director having three or more absences from Board meetings during the fiscal year, or who is derelict in performing assigned duties is subject to removal from the Board of Directors, with approval of the officers. Vacancies shall be filled by the general membership during a Special meeting of the general membership.

Article VII-Committees

The **North Louisiana Equestrian Association (NLEA)** shall recognize two (2) types of Committees: **Standing Committees** and **Special Committees**.

Standing Committees are:

Equipment Committee
Points Committee
Show Committee
Social Committee
Website Committee

Section 1 – Standing Committee Appointments

The President, subject to the approval of the **NLEA** Board of Directors, shall appoint the Chairmen of the Standing Committees. The Chairman of each Committee shall be responsible for appointing members and filling vacancies on his Committee.

Section 2 - Duties of Standing Committees

Equipment Committee

The Equipment Committee shall be responsible for the inventory, upkeep and storage of all equipment belonging to the **NLEA**.

Points Committee

The Points Committee shall be responsible for the tabulation of **NLEA** points for member horses and riders following each show. They shall resolve any discrepancies and report the final point standings to the president and/or board of directors at year's end.

Committee

The Show Committee for **NLEA** sponsored shows shall be responsible for following the show packet checklist.

Social Committee

The Social Committee shall be responsible for the planning and execution of the Annual Awards Banquet and coordination and support with the host stables for the Friday night pot luck suppers. This committee shall be responsible for the **NLEA** show judges, including but not limited to transportation, housing, meals and any special requests.

Website Committee

The Website Committee shall be responsible for the maintenance of the **NLEA** website. This shall include but not be limited to updating information, posting of show results, photographs and advertisements. It is suggested that the website include the current show calendar, board members and their contact information, membership roster with contact information, meeting dates and locations and any other information deemed necessary by the board of directors.

The Chairman of each Standing Committee shall preserve and maintain all documents given to him and return them to the Secretary in the condition received. This record of activity or file shall be given to the new committee chairman each year.

Special Committees

Section 1

The President shall create, as needed, Special/Ad Hoc Committees. The President, subject to the approval of the **NLEA** Board of Directors, shall appoint the Chairmen of the Special/Ad Hoc Committees. The Chairman of each Committee shall be responsible for appointing members of his Committee.

Article VIII-Parliamentary Authority

The rules contained in *Roberts Rules of Order: Simplified and Applied* shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the society.

Article IX-Amendment of Bylaws

These bylaws may be amended by a majority vote of the general membership present at any regular or special meeting, provided that notice of this amendment is supplied by U.S. Mail and/or posted on the **NLEA** website.