



Central Alabama Equestrian Federation

Promoting the Development of Central Alabama Equestrians



BY-LAWS

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BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1 – Eligibility

The Central Alabama Equestrian Federation (CAEF) offers membership to persons of all ages without regard to race, color, national origin, religion, sex, age, veteran status, ability, or disability.

Section 2 – Classes of Membership

The Central Alabama Equestrian Federation (CAEF) will recognize three (3) classes of memberships--defined as follows:

- Individual Members - Upon completion of an application and payment of annual dues, an individual, adult or junior, may become a member of the Federation with all rights and privileges, and is subject to all liabilities and penalties thereof.
- Family Members - Upon completion of an application and payment of annual dues, family groups may enjoy all rights and privileges of individual members, and is subject to all liabilities and penalties thereof. Family membership will cover and be confined to spouses or parents (or legal guardians) and children of a family group. Votes on behalf of a Family Membership must be cast by an adult member of the family.
- Stable Members - Upon completion of an application and payment of annual dues, stable owner(s) may enjoy all rights and privileges of individual members, and is subject to all liabilities and penalties thereof. Stable membership will cover and be confined to the Owner, Manager, and Staff Riders or Trainer(s) of the Stable. Votes of Stable Members must be cast by the Stable Owner or the Stable Owner's designated adult representative.

Section 3 – Member in Good Standing

To be considered in “good standing”, each member must have paid their annual dues for the current show year and must not be under any Board-imposed discipline, such as, suspension and/or expulsion. Continued membership in CAEF is only open to members in good standing. Members in good standing may make nominations, make motions, vote, and hold office according to the other pertinent articles contained in the By- Laws. In addition, members in good standing will have available all privileges that may be derived from the Federation.

ARTICLE II – BOARD OF DIRECTORS

Section 1 – General Duties

It will be the duty of the Board of Directors to administer the Show Rules and Packet and By-Laws of this organization. The Board will also have the responsibility of enforcing the rules of the United States Equestrian Federation as they apply to the governance of the CAEF unless specifically stated otherwise in these By-Laws. The Board will, (at its December meeting each

year) review the Show Rules and Packet and make recommendations for the coming year. The Board may adopt, at its discretion, such rules and regulations as are necessary to ensure the best interests of the Federation and its individuals. Show Packet rules as approved by the Board of Directors will become part of these By-Laws for the coming year and will become the standard for all CAEF sponsored or approved shows, or CAEF divisions of United States Equestrian Federation (USEF) Approved shows. In the event of major changes to the Show Packet, copies of the updated Show Rules and Packet will be made available to the general membership.

Section 2 – Duties of the Executive Board

The Executive Board will consist of officers of the Board of Directors and their duties are as follows:

- President: The President will be the chief executive officer of the Federation and will preside at all meetings. He/she will be the official representative of the Federation. He/she will sign all contracts and obligations of the Federation. He/she will supervise the affairs and activities of the Federation. He/she will be counted to determine a quorum at meetings of the Board of Directors or general membership meetings. He/she will not vote on any issue at any meeting except in the case of a tie vote of the members present and voting. At the onset of each year, he/she will appoint all standing committees as set forth in these By-Laws, serving as an ex-officio member of each committee. He/she will throughout the year appoint all committee chairmen and members deemed proper and necessary to fulfill the object and purpose of this Federation and will bring to the attention of the Board any Director or committee member who should fail to perform his/hers duties. He/she will then take any corrective action deemed necessary by the Board. The President will perform such duties as may be assigned him by the Board of Directors.
- Vice President: The Vice President will preside at all meetings of the membership and Board in the absence of the President. When the President is unavailable, the Vice President will serve as the official Representative of the Federation. In case of vacancy in the office of President, the Vice President will fill the unexpired term. The Vice President will perform such duties as may be required by the President or the Board.
- Recording Secretary: The Recording Secretary will keep and maintain accurate records of all meetings of the Federation, keep an accurate roster of members and will conduct the correspondence of the Federation, maintaining copies for records. He/she will provide minutes of each preceding meeting of the Board and general membership. He/she will provide notice of meetings and such ballots as provided for in these By-Laws. The Recording Secretary will perform such duties as may be required by the President or the Board. The Recording Secretary will publish at least four (4) Newsletters each calendar year.
- Treasurer: The Treasurer will collect all monies due the Federation and will have care and custody of and be responsible for the funds of the Federation. He/she will deposit funds of the Federation in such banks as the Board of Directors will designate. He/she will pay all bills upon receipt of an itemized statement, keeping an accurate record.

he/she will make a full report in writing of the financial condition of the Federation at the annual meeting and at each regular meeting of the Board, and at such other times deemed necessary by the Board. He/she will prepare and maintain an accurate list of each member whose dues are current and are, therefore, eligible to vote and hold office as described in these By-Laws. He/she will ascertain the need for and file all financial reports required by state and federal statutes. He/she will be eligible for performance and surety bonding provided by the Federation. The 'Treasurer' will perform such duties as may be required by the President or the Board.

Section 3 – Vacancies

Vacancies in the Board of Directors of its officers, other than that of the Presidency, will be selected by the Board, from the Board, and approved by the Board. If the President vacates his/her position, the Vice President will be required to fill the unexpired term of the President. A new Vice President will be appointed by the existing Board to fill the unexpired term of the Vice President.

Section 4 – Dismissal

Any board member who has two (2) unexcused absences from regularly scheduled Board meetings is subject to removal from the Board. All absences must be excused by the President or Vice President of the Federation.

ARTICLE III – ELECTION OF THE BOARD OF DIRECTORS

Section 1 – Board Composition

The elected officials of this organization will be its Board of Directors elected at the annual meeting of the general membership. The elected Board will consist of four (4) officers (President, Vice President, Treasurer, and Recording Secretary) and up to ten (10) adult board members and up to four (4) junior members. All board members must be CAEF members in good standing. Only one (1) adult member of a household may serve on the Board at a time. A junior member will be defined for show purposes by the USEF with the exception that they must be 15 years of age or older to be eligible for nomination.

Section 2 – Past President

The Past President will serve in an advisory capacity to the board to maintain continuity between the previous and newly elected boards. The position of Past President will only exist if a new President is elected. The Past President will not have a vote as an Executive Board member, but, will be able to cast a vote as a regular board member.

Section 3 – Term of Service

Officers will be elected to a term of one (1) year. Regular adult board members will be elected to a term of two (2) years. Junior members will be elected to a term of one (1) year. Terms of office of the regular board members will be staggered such that there will be five (5) new two-year term members elected each year. Should a junior exceed the age limit during their term, he/she will continue to serve until their term expires.

Section 4 – Representation Limits

Each member barn or stable will be limited to two (2) board members serving together at any given time. Barn members are defined as barn owner(s), family of barn owner(s), employees, family of employees, paying boarders, family of paying boarders, paying students, and family of paying students.

Section 5 – Nomination Process

The Recording Secretary of the Federation will prepare a sample ballot indicating the names and nominated positions of all nominees submitted by the Nominating Committee. The Secretary will certify that all nominees have paid their dues and are in good standing with the Federation for the year in which a nominee, if elected, will serve. In the event the Secretary cannot certify an individual nominee is in such good standing, the Secretary will notify the Nominating Committee of same. The Nominating Committee may nominate another member in good standing if another nominee is required to fill an elected position. The sample ballot will be made available to the general membership at least 15 days prior to the annual meeting. Final ballots will be distributed to all members in good standing at the annual meeting. Each nominee will then be contacted to ascertain their willingness to accept the nomination. It is suggested that the Committee obtain acceptance of several additional nominees for each board or officer position. The Federation does not recognize absentee ballots or proxy votes.

Section 6 – Voting Eligibility

There will be one vote for each class of membership. Individuals may only vote in one class of membership. Votes may only be cast by an individual more than eighteen (18) years of age as of the beginning of the show year.

Section 7 – Voting

Ballots will be cast during the annual meeting, results of which will be determined by count of the current Vice President and the Chairperson of the Nominating Committee.

ARTICLE IV - COMMITTEES

Section 1 – Standing Committees

Standing Committees will be appointed by the President with approval of the Board at the first regular meeting of the Board of Directors after the annual election of officers. Chairpersons for each committee will also be appointed. The standing committees and charters are as follows:

- Show Committee: The Show Committee will consist of six (6) members. The duties of the Show Committee will be to assist the Show Chairperson with activities to guarantee the successful production of all CAEF sponsored horse shows. The Show Committee will also be responsible for planning and holding clinics. The Show Committee will meet as is deemed necessary by the Chairperson. The Show Committee will also assist the show management in the resolution of questions and protests at CAEF recognized, NON-USEF RATED, shows. Before the conclusion of a CAEF NON-USEF RATED show, the Show Committee will, after an informal hearing, inform the parties to the protest of its

recommendation to the Board if the resolution of the protest includes a loss of points earned at the show, a fine, suspension or expulsion. He/she will, subject to approval by the Board of Directors, will organize and execute all aspects necessary for the production of an CAEF sponsored horse show which will include, but not be limited to, selection of a location, judge(s), class list, course designer, jump crew, and will make or cause to be made any other arrangements necessary for said shows. The Show Manager will perform such duties as may be required by the President or the Board. The Show Manager will coordinate show dates of all CAEF rated shows with USEF, if the show is to be rated by USEF. In the event an Individual, Stable, or Affiliated Organization desires to put on a show that is to be rated by the CAEF, the Show Manager will approve the date, course, the names of at least two (2) of CAEF Show Committee members that have agreed to be present at the show, and coordinate the mailing of a set of rules and a mailing list to the management of said show.

- Hearing Committee: The Hearing Committee will consist of all members of the Board and will be chaired by the President of the Federation. The Hearing Committee will hear all protests filed at a CAEF approved, not USEF-rated show of an alleged violation of its rules as set forth in the Constitution, By-Laws, and/or Show Rules and Packet. Actions taken by the committee could result in a loss of points, fine, suspension, or expulsion of a member as the result of the protest. The committee may also initiate hearings or investigations of alleged rules violations, as it deems necessary, and has the sole authority to fine, censure, suspend, or expel any member whose conduct was found to be prejudicial to the best interests of the Federation.
- Nominating Committee: The Nominating Committee will consist of no fewer than two (2) members of the Board with one of those members to serving as chairperson. The Nominating Committee will meet and select, from nominations by the general membership, the necessary number of adult nominees to fill the adult board positions and four (4) junior nominees. The committee will select a slate of officers from these nominations that will consist of President, Vice President, Secretary, and Treasurer. All nominees must be members in good standing.

Section 2 – Special Committees

In addition to the Standing Committees, there may also be Special Committees as deemed necessary by the President or upon recommendation of the Board of Directors. Committee membership will consist of no less than three (3) members. The length of service will be determined by the Board.

Section 3 - General Duties of the Committee Chairperson

Each Committee Chairperson will convene and preside over committee meetings. The frequency of these meetings is at the discretion of the chairperson, provided it is in sufficient amount to carry out their charter. The Chairperson will coordinate and communicate committee business to the Board of Directors.

ARTICLE V - MEETINGS

Section 1 – General Membership Meeting

The Federation will hold annually a separate General Membership Meeting in December or January of the current show year and a separate Year-End Awards Banquet held in January or February of the following show year. The time and place will be designated by the Board of Directors. The Recording Secretary will notify all members no less than fifteen (15) days prior to the appointed date of either function.

Section 2 – Special Meeting

Special meetings of the general membership may be called by the President of the Federation when requested by a majority of the Board of Directors by a majority vote at any meeting of the general membership or by written petition signed by fifteen (15) members of the Federation. Notice of special meetings must be given by mail no less than fifteen (15) days prior to the meeting along with notice of business to be considered at said meeting.

Section 3 – Board of Directors Meetings

The Board of Directors will meet monthly (unless otherwise agreed upon by the Board) at a time and place to be designated by the Board. Notice of each meeting will be provided by the Recording Secretary and will be open to the General Membership. Special meetings of the Board of Directors may be called at the discretion of the President upon the request of no less than three (3) Board members with written notice sent to every member of the Board at least five (5) days in advance of said special meeting given prior to the meeting.

Section 4 – Quorum

At least 60% of the Board of Directors must be present at board meetings to vote on Federation business. Voting on Federation business may be conducted via email, however, at least 70% of the board members must cast a vote before the vote is considered official. Email voting will be conducted by the President (or President’s designee) and verified by at least two (2) other board members before the vote is considered official. Results of email voting will be made available to all board members.

ARTICLE VI – AMENDMENTS AND MODIFICATIONS

These By-Laws may be amended at any meeting by a three-fourths (3/4) vote of the members in attendance, provided that the proposed amendment will have been reviewed by the Executive Committee, and published with the meeting notification.