

East Tennessee Saddlebred Association

Bylaws and Standing Rules

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Amended and Ratified - February 16, 2019

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Article I – Name

The name of the organization is East Tennessee Saddlebred Association and the official abbreviation is ETSA. The official website is – www.easttnsaddlebred.com – The official Facebook page is <https://www.facebook.com/easttnsaddlebred/>.

Article II – Purpose Statement

1. To safeguard the integrity of the American Saddlebred breed;
2. To promote the American Saddlebred horse for sport, competition, breeding, personal enjoyments and companionship;
3. To encourage and promote sportsmanship among professional, amateur and youth horse enthusiasts, fostering fellowship between the farms and stables within this region;
4. To expand the knowledge of the general public, as well as other equine enthusiasts, of the American Saddlebred horse; and
5. To support the growth and welfare of the equine industry in the East Tennessee region.

Article III – Membership

Membership in the East Tennessee Saddlebred Association is for one (1) calendar year, January 1 – December 31. Fees (dues) are payable in advance for membership to ETSA.

Article IV – Officers and Officers' Elections

The officers of the Association shall consist of President, Vice President, Secretary, Recording Secretary and Treasurer.

Officers are elected for a two (2) year term. Secretary, Recording Secretary, and Treasurer must be re-nominated and elected at the end of each term to remain in office. Secretary, Recording Secretary and Treasurer are subjected to a two (2) consecutive term maximum after which the individual is required to stay from office for a minimum of a single term (2 years). In the event that no member is willing to

run for Secretary, recording secretary or treasurer then the membership may vote to allow the current corresponding secretary or treasurer to be eligible to run for office and be elected for consecutive terms. The board may opt to allow a second individual to be elected as Corresponding secretary. If this occurs then they will be called “recording secretary” and “corresponding secretary.” The secretary responsibilities will be divided up between them accordingly.

The office of Vice President shall serve in that capacity for a single term in preparation to serve as President for a single term followed by serving as Parliamentarian/Historian. The outgoing President is required to stay from office for a minimum of a single term (2 years). In the event, the Vice President is unable or unwilling to move into the President’s role at the end of the term the board may nominate any previous or current President to become the new President.

All elected officials must be members in good standing of both ETSA and American Saddlebred Horse Association (ASHA) no later than January 31 in order to remain in office.

No officer may be an immediate relative of any other officer. The only exception to this is that the Parliamentarian/Historian may be an immediate relative to any current officer.

Election of officers shall occur biennially.

1. Elections will be held in the fall of each odd year.
2. Members may vote by mailed ballot.
3. Ballots shall be opened by a committee consisting of three (3) members selected from the membership at large.
4. Elected officers shall be notified in writing by the 15th day of December.
5. Any officer may be removed from office by the majority vote of the membership after charges have been brought forth and presented to, reviewed, documented, and voted on by a grievance committee. A grievance committee shall be made up of all officers and committee chairpersons not accused and six (6) members at large chosen at random.
6. If at any time the President resigns, in writing, from the duties of the office, the Vice President shall become President and a new Vice President shall be appointed by the Executive Board from committee and subcommittee chairs to fulfill the remainder of the term. If at any time any officer asks to be excused in writing, the remaining board members will appoint someone to fill the office for the remainder of the term from the committee and or subcommittee chairs.

Officers’ Responsibilities

President

- Responsible for calling meetings and formulating an agenda
- Shall preside over all called or special meetings
- Shall appoint such committees as needed to carry out assigned duties or responsibilities (exception – nominating committee)
- Shall have the authority to negotiate association’s contracts with the consent of the membership
- Shall have the authority to sign checks when necessary
- Shall preside at all events held by the association
- Can be an ex-officio member of all committees except the nominating committee
- Cannot vote except to break a tie vote of the Executive Board or as an ex-officio
- Shall be an admin on the official Facebook page

Vice President

- Shall work closely with the President in order to become familiar with the work of the presiding officer
- Assumes the role of the presiding officer in the absence of the President
- Shall have one (1) vote in decision making
- Shall serve as chairperson of the Horse Show Committee
- Maintains complete information on how to put on ETSA horse shows as well as any other contracts or information related to these shows
- Shall be responsible for calling Horse Show meetings and formulating an agenda
- Shall have the authority to negotiate association contracts with approval of the president
- Serves as chairperson for the bylaws and high point rules committee
- Shall be an admin on the official Facebook page

If there is only one (1) secretary he/she will perform both the Recording and Corresponding Secretaries duties

Corresponding Secretary

- Shall maintain a record, in the form of minutes, of all meetings including the members present and the actions taken
- Shall have a copy of the bylaws and a list of all standing or special committee members
- Shall give a report of the previous meeting's minutes
- Shall be responsible for any member informational correspondence including notification of general meetings and socials, and called meetings
- Shall create mailings for ETSA and be responsible for all correspondence for ETSA
- Shall maintain complete information on how to perform the responsibilities of Corresponding Secretary
- Shall have the authority to negotiate ETSA contracts with approval of the President
- Shall be an admin on the official Facebook page
- Shall have one (1) vote in decision making

Recording Secretary

- Shall be responsible for collection of membership forms and dues
- Shall maintain and keep a list of current membership and perform a roll call when required
- Shall be the repository for all records and documents of the association which need or are required to be retained
- Shall be responsible for turning in any monies collected to treasurer within seven (7) days of receipt or deposit the monies directly into ETSA's bank account and email the Treasurer with the deposit receipt within twenty-four (24) hours.
- Shall be responsible for maintaining a current membership list and provide this or updated lists to the other officers
- Shall be responsible for publishing ETSA's newsletter
- Shall be responsible for any ETSA news releases subject to review by the President and the Vice President
- Shall be responsible for periodically providing an updated membership list to general membership
- Shall be responsible for providing Charter Club information to the ASHA and oversee the filing of the annual Charter Club Renewal
- Shall maintain complete information on how to perform the responsibilities of Recording Secretary

- Shall be responsible for horse show affiliations and providing the ETSA mailing list to affiliated horse shows
- Shall have the authority to negotiate ETSA contracts with approval of the President
- Shall be an admin on the official Facebook page
- Shall have one (1) vote in decision making

Treasurer

- Shall hold funds deposited with him/her and maintain a detailed record of the source of these funds
- Shall be responsible for depositing these funds and have the authority to issue checks to pay ETSA obligations on authorization by the President, Vice President, or upon approval and direction by the Executive Board
- Shall maintain a record of all disposition of funds
- Shall prepare a complete financial report in the form of an Excel spreadsheet for submission to the accountant for the purpose of preparing the association’s tax return.
- Responsible for depositing all funds within seven (7) days of receipt
- Shall submit a financial report at the end of the ETSA’s tax reporting year and at other periods when requested by the ETSA
- Shall provide all financial records to the audit committee for review at a date to be specified by the President and prior to the final closing of the books
- Shall have the authority to negotiate ETSA contracts with approval of the President
- Maintains complete information on how to perform the responsibilities of the Treasurer
- Shall have one (1) vote in decision making
- Shall be an admin on the official Facebook page

Parliamentarian/Historian

- The former President shall assume this position upon leaving office and shall serve as ex-officio (no voting privilege on the Executive Board) advisor or Parliamentarian
- Responsible for bringing the Roberts Rules book to each meeting
- May advise or clarify information about past association activities

Article V – Meetings

General Meetings – Unless otherwise ordered by the ETSA or Executive Board, there shall be four (4) general meetings of the membership for ETSA each year.

Annual Meeting – An annual meeting shall be held each year to inform members of the ETSA’s activities and results, to announce and present High Point Awards, and to announce officer election results, if an election year.

Special Meetings – Special Meetings shall be held whenever called by the President or by a two-thirds (2/3) vote by the officers or upon application of five (5) percent of adult members in good standing, who make application to the Corresponding Secretary, stating the time, place, and purpose of the meeting. A special meeting may not be called in lieu of general meeting.

Officer Quorum – A quorum of the ETSA’s officers must be present at any called meeting. A quorum of officers shall consist of a simple majority of the officers at any called meeting.

Quorum – A majority of the members present shall constitute a quorum at any meeting. The majority may decide any questions that may come before the meeting. All questions of a general issue which

shall come before the meeting of the members or the Executive Board shall be decided by a majority vote, except the Bylaws of ETSA shall be amended as hereinafter provided.

Voting – at every general meeting, each member of ETSA, except Junior members who shall not be allowed to vote, shall have one (1) vote at such general meetings on all matters which may come before the general meeting. Any vote of a member of ETSA may be given by such member in person. The current membership ledger shall be the only evidence as to those who are entitled to vote at a general meeting of the members.

The agenda for general meetings shall be sent to all members via mail or e-mail at least 15 days prior to the date of the meeting.

Rules of Meetings – All general meetings of ETSA shall be conducted as set forth in Robert’s Rules of Order.

Order of Business – The order of business at the general meetings shall be as determined by the Presiding officer and may be as follows:

1. Call meeting to order
2. Reading of minutes of the last meeting
3. Treasurer’s Report
4. Old Business
5. Committee Report
6. Unfinished business
7. New and miscellaneous business
8. Announcements
9. Adjournment

Article VI – Executive Board

- Shall consist of all elected officers, parliamentarian, and committee chairs as necessary
- Shall hold a planning session annually to establish a calendar of events for the upcoming year which is to be presented to the membership for approval
- Consider budget allocations for the upcoming year
- Consider any other changes or updates necessary to present to the membership for approval
- May make decisions on expenditures totaling less than \$500.00 per calendar year that are not provided for within the budget without bringing it before the general membership for a vote.

Article VII – Committees

Provision shall be made for standing and special committees which will include, at a minimum, the following:

Horse Show Committee

- All Executive Board members are automatically members of this committee with the Vice President serving as chairperson
- The committee is responsible for all activities related to any horse show put on by ETSA
- Subcommittees may be appointed as needed.
- All subcommittee chairpersons will report to the Horse Show Committee

Budget Committee

- The committee shall consist of three individuals
- Members shall be the Treasurer, Vice President (during election year and first year as President), and one member at large. The Budget Committee should meet during October or November to prepare a budget to be completed and presented to the executive board for approval. The budget should be approved by the membership by December 31.

Audit Committee

- Shall be appointed by the board from the membership at large. Any member who has check signing authority or handles funds is exempt from serving on this committee.
- Shall receive all financial records, including, but not limited to receipts, vouchers, bank statements, and check registers, from the Treasurer by January 15 to be ready to present to the accountant by February 1.
- Shall review all transaction records, report findings to the Executive Board, and to make a recommendation as to acceptance of the report

Nomination Committee

- The Nomination Committee will be appointed at the first general meeting of each election year
- Shall consist of three (3) individuals (not from the same barn) from the membership at large, excluding current executive board members
- Shall be responsible for obtaining a slate of officer candidates to present to the membership for election (consent of the candidates must be obtained and if possible, two (2) candidates for each office should be proposed)
- Shall report the proposed slate of candidates to the Executive Board, on a timely basis, for presentation by the President to the membership for election
- The slate of candidates will be presented to the membership with additional nominations being accepted from the floor at the August meeting during the ETSA Midsummer Classic Horse Show
- Shall make provision on the ballot for write-in candidate votes

Bylaws and High Point Rules Committee

- All Executive Board members are automatically members of this committee with the Vice President serving as chairperson
- Rules should be reviewed on a biannual base

Article VIII – Amending Bylaws

Bylaws of the association may be amended by a two-thirds (2/3) vote of the membership in attendance at any meeting of the membership at large where the association's members have been notified in writing of the wording of the proposed amendment at least fifteen (15) days prior to such meeting. Rules can be ratified at a general meeting by two thirds (2/3) vote.

Article IX – Compensation

1. No officer or member of ETSA shall receive compensation for duties performed in the exercise of his/her duties.
2. ETSA shall be authorized to pay reasonable compensation for services rendered.
3. ETSA shall be authorized to make payments and distributions in furtherance of the purposes set forth in Article II.

4. Any officer or member requiring compensation for approved purchases or expenditures shall have thirty (30) days from date of purchase or ETSA event to submit receipts and request for compensation.

Article X – Limits of Liability

To the extent allowed by the laws of the State of Tennessee, no present or future officer of ETSA (or their estate, heirs, or personal representatives) shall be liable to ETSA or its members for monetary damages for breach of his/her fiduciary duty as an officer of the ETSA. Any liability of an officer (or their estate, heirs, or personal representatives) shall be further eliminated or limited to the fullest extent allowed by the laws of the State of Tennessee, or as may hereafter be adopted or amended. With respect to claim or liabilities arising out of service as an officer of ETSA, ETSA shall indemnify and advance defense expenses to each present and future officers (and their estate, heirs, and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended.

Article XI –Dissolution

- A. If and when a need for dissolution of ETSA is determined.
- B. All members will be notified in writing of a meeting, and the purpose of the meeting will be specifically stated;
- C. Approval of two thirds (2/3) of the members in attendance of the meeting will constitute the final act of ETSA;
- D. All non-cash assets remaining, if any, shall be sold at public auction;
- E. Upon termination and dissolution, as a final liquidation or winding down of ETSA in any manner or for any reason, any remaining assets of ETSA, after payment of settlement of all liabilities of ETSA, shall be distributed at the direction of the Executive Board in accordance with the applicable law. Such distributions shall be accomplished within six (6) months of the dissolution of ETSA.

Article XII – Fiscal Year

The fiscal year of ETSA shall begin on the first day of January and will end on the last day of December of each year.

Standing (General) Rules

- A. Officer Meeting Attendance
- B. Membership Categories
- C. Membership Fees
- D. Member Benefits
- E. High Point Awards
 - 1. Eligibility
 - 2. Nomination and Accruing Points
 - 3. Divisions/Classes
- F. Special Awards
- G. Awards Banquet
- H. Affiliations

A. Officer Meeting Attendance

- For officers to remain in good standing, they must attend three (3) of four (4) general meetings. Officers must submit his/her reason for noncompliance with this requirement in writing for consideration by the Executive Board.

- If found to be in noncompliance, the officer can be asked to resign or may be voted out of office by a special called meeting of the executive board. This vote will require the remaining executive board to be in attendance.
- The executive board will appoint an interim officer to fulfill the remainder of the term. An appointment will not affect the term limits for the future election.

B. Membership Categories

The following are membership categories:

Adult – Individual 18 years of age or over with one voting privilege.

Family – Two (2) adults and any children 17 years of age and under two (2) voting privileges.

Junior – Any individual 17 years of age and under as of December 1 with no voting privilege.

Supporting – Individual membership for persons who want to support the breed. They are not eligible for participation in the High Point Awards Program. One (1) voting privilege for members 18 years and over.

Other categories of membership may be added from time to time by action taken by the Executive Board with the approval of a simple majority vote of the members.

To maintain a membership in good standing, members must have paid dues in the amount stated for the member's classification for the current year. Membership shall commence upon receipt of dues or postmark date if mailed and will be applicable for the current year. Membership may not be retroactive prior to the date of receipt for any purpose. Membership forms with appropriate dues must be given to or mailed to the current Recording Secretary.

Membership is reserved for individuals or families; no provision shall be made for classification categories other than persons.

C. Membership Fees

Membership fees shall be established by the Executive Board with the consent of the membership at the beginning of each calendar year.

Resignation, expulsion, or suspension of a member or termination of his/her membership does not relieve the member from any obligation due to the ETSA.

D. Member Benefits

Members shall receive any ETSA newsletters issued. Mailing lists of membership (address and email) will be provided to horse shows affiliated with ETSA for members to receive programs from those shows.

As ETSA continues as a Chartered Club of ASHA, members qualify for ASHA's Charter Club Affiliation dues rate, a reduced membership fee, if they wish to join.

Horse Show Committee

The dates for next year's horse shows should be determined by December 31.

The Horse Show Committee should hold the first meeting during the month of January to select judges, secretaries, photographers, announcers and other show officials and begin the hiring process. The second meeting should be held during the month of February.

Members may submit names of judges to the Horse Show Chairperson/Vice President prior to the first Horse Show Committee Meeting.

The creation of the judge list shall be done according to the following procedure:

- A list of judges for the ETSA Midsummer Classic Horse Show and ETSA Spring Classic Horse Show including their location and if they have a USEF r or R classification should be updated yearly.
- Members may be asked to submit names to be added to the official judges list.
- The horse show committee should make every effort to hire a judge within a reasonable driving distance for the ETSA Spring Classic Horse Show.

E. High Point Awards Eligibility

1. Both the owner and rider must be current members of ETSA in good standing (membership dues paid for current year)
2. Must show in three (3) recognized shows from the list of affiliated shows listed on the ETSA official website. If a particular class is only offered at two affiliated shows, then the award will be presented based on points from those two shows.
3. Academy riders must show at two (2) affiliated shows.
4. Nominator must assist with a show put on by ETSA (ETSA Spring Classic, ETSA Midsummer Classic or other ETSA sponsored event (Note: Helping at affiliated shows does not meet this requirement) by serving on the horse show committee– (Must attend at least 3 meetings), providing food for the exhibitors party/hospitality breakfast, working during a show, selling sponsorships, sponsoring Add A Class, or sponsoring ETSA horse show classes.
5. It is the member's responsibility to notify the Recording Secretary within fourteen (14) days by writing or through email of any service performed in E.4. August 31 is the final deadline for submitting this information in writing for high point qualification.

Nomination and Accruing Points

1. Horses must be nominated in order to receive points. In equitation and academy divisions, the rider must be nominated in order to receive points. A nomination form must be filled out and submitted to the ETSA recording secretary before the horse or rider is eligible for points.
2. Points will be awarded in the class the horse or rider shows in at each individual show. Horses are not required to be nominated in a particular division; however, points will be awarded only for the exact class in which the horse is shown at each affiliated show. If horses or riders change division from show to show, the points will be awarded for the exact class for each show.
3. Points earned follow the horse, not the rider. Exception: In equitation and academy points follow the rider.
4. Points follow the horse if the horse is sold. The new owner must be a current ETSA member and fulfill eligibility requirements to accrue points.
5. Points are earned from the date the nomination is received or postmark date if mailed. Points will **NOT** be awarded for any shows prior to nomination.
6. The recorded owner of the horse (per ASHA database) must be a current ETSA member. All riders showing the horse must be current members of ETSA in order to receive points.

Points

7. Members are responsible for contacting the recording secretary by writing or through email within fourteen (14) days of any service performed in E.4. The final deadline for submission is Aug. 31.

1. Points will be awarded as follows:

- a. First place - 10 points
- b. Second place - 9 points
- c. Third place - 8 points
- d. Fourth place - 7 points
- e. Fifth place - 6 points
- f. Sixth place - 5 points
- g. Seventh place - 4 points
- h. Eighth place - 3 points
- i. Ninth place - 2 points
- j. Tenth place - 1 point

2. Double points will be awarded for championship classes with a qualifier. The horse or rider for equitation and academy must have shown and been judged in both classes to qualify for double points.

3. Double points will be awarded for shows within the state of Tennessee.

4. The stated points will be awarded regardless of the number of entries shown in a class.

5. Points, nominations and eligibility requirement status will be kept by the Recording Secretary or other individual selected by the President with the approval of the Executive Board.

Divisions and Classes

Points will be awarded in the following classes under the listed divisions. Nominated horses will receive points for any of the following listed classes. Points will be awarded for the exact class the horse is shown in at a given show.

Divisions Included in High Point Award Program

ASB Five Gaited Division - Open, Amateur, Junior Exhibitor, Junior Horse, Ladies

ASB Three Gaited Division - Open, Amateur, Junior Exhibitor, Junior Horse, Ladies

ASB Fine Harness Division - (one award) points will be awarded for Open, Amateur, Junior Exhibitor, Junior Horse

ASB Three Gaited Park Full Mane and Tail Division - Open, Amateur, Junior Exhibitor, Junior Horse,

ASB Park Pleasure Division - Open, Amateur, Junior Exhibitor, Junior Horse

ASB Show Pleasure Division - Three Gaited Adult Show Pleasure, Three Gaited Junior Exhibitor Show Pleasure, Five Gaited Adult Show Pleasure, Five Gaited Junior Exhibitor Show Pleasure, Show Pleasure Driving, Amateur Trained

ASB Country Pleasure Division - Three Gaited English Country Pleasure Adult, Three Gaited English Country Pleasure Junior Exhibitor, Five Gaited Country Pleasure, Country Western Pleasure, Hunter Country Pleasure, Natural Country Pleasure, Country Pleasure Driving, Amateur Trained

Equitation Division – Saddle Seat Equitation Adult, Saddle Seat Equitation 17 & under (W/T/C), Saddle Seat Equitation 10 & under (W/T)

Roadster Pony Division - Open, Amateur, Junior Exhibitor, Under Saddle

Saddle Pony Division - English Pleasure Pony

Hackney Pleasure Driving Pony Division - Adult, Junior Exhibitor

Harness Pony Division - Harness Pony

Hackney Pony Division - Hackney Pony (cob tail)

Road Horse to Bike Division - (one award) points will be awarded for Open, Adult or Junior Exhibitor

English Pleasure - Junior Exhibitor walk & trot

Miscellaneous Division Open Breed – **Open Western Pleasure, Open Hunter Under, Open English Pleasure WT, Open English Pleasure WTC, Open Pleasure Driving**

Academy Equitation Division - 8 & under walk & trot equitation, 9-10 walk & trot equitation, 11-17 walk & trot equitation, adult equitation walk & trot, 14 & under W/T/C equitation, 15 & over W/T/C

equitation, adult W/T/C equitation, academy lead line walk & trot, academy driving, future show ring star (lead line)

Note: Restricted classes do not count for points (i.e. Shatner Country Western Pleasure, UPHA Special Awards)

The following special awards are given to individuals voted on by the membership at large by secret ballot provided by ETSA prior to the annual meeting and awards banquet. Ballots shall be opened by a committee consisting of three (3) individuals selected from the membership at large.

1. ETSA Sportsman of the Year; nomination of membership at large.
2. ETSA Sportswoman of the Year; nomination of membership at large
3. Youth Sportsmanship Award; nomination of membership at large.

Awards Banquet High point awards will be presented at an annual Awards Banquet held for the general membership. Awards are presented for Special Awards and High Point Awards earned by individuals and/or horses based on the rules listed herein. Members who have not met the stated criteria will not be eligible to receive high point awards regardless of performance. It is the member's responsibility to arrange award pick up in the event they are unable to attend the awards banquet. ETSA can mail awards to those members willing to pay the packing and postage cost.

Affiliated Shows recognized by ETSA will be posted on the official website. Adult members may request inclusion of other horse shows by a written request from three (3) non-related current adult members for shows within the state of Tennessee. For shows outside the state of Tennessee, five (5) non-related current adult members must submit requests.

Horse shows should come from the immediate area – Tennessee, North Carolina, South Carolina, Alabama, Georgia, Virginia, West Virginia, or Kentucky. All affiliation requests for the calendar year must be received by January 15 of each year. Exception: Newly organized shows during the season may be requested a minimum of six (6) weeks prior to the entry closing date of the show with three (3) non-related current adult members requests for Tennessee shows, and five (5) non-related current adult members requests for shows outside the state. Horse show management may request affiliation by completing the horse show affiliation agreement posted on the official ETSA website. All requests must be made a minimum of six (6) weeks prior to the entry closing date of the show so members can be notified of affiliation. Shows will not be affiliated when the request comes after said show's entry closing date. In order to be affiliated, shows must have a minimum of five (5) of the classes listed on the affiliation form which is available from the current ETSA recording secretary or on ETSA's website.

Affiliated shows will be provided with ETSA's member mailing list and asked to include ETSA with their affiliations. It is also requested that affiliated shows provide the ETSA with complete show results no later than two (2) weeks after the conclusion of the horse show. The affiliated shows will be continuous from year to year.

A rolling purge will be conducted yearly by the executive board to remove shows who do not comply with the affiliation criteria or shows at which members do not participate.