

**THE PROFESSIONAL HORSEMEN'S ASSOCIATION
NEW JERSEY CHAPTER, INC.
CONSTITUTION AND BY-LAWS
(Revised June, 2015)**

CONSTITUTION

ARTICLE I. NAME

The name of this Association shall be "The Professional Horsemen's Association, New Jersey Chapter, Inc." It represents the New Jersey branch chapter of The Professional Horsemen's Association of America, Inc.

ARTICLE II. PURPOSE

Section 1. The purpose of this Association is to give aid and sustenance to needy horsemen; to provide educational aid to professional horsemen and their children through a scholarship fund; to promote the position of horsemen and foster interest in the industry and to perpetuate the sport of the horse, aiding in the protection and care of horses through education.

(a) This Association is exclusively non-profit and no officer, member or employee thereof shall receive, or may be lawfully entitled to receive, any pecuniary profit from the operation thereof, except reasonable compensation for employees for services affecting one or more of its purposes.

Section 2. No individual or group of individuals shall use the name 'The Professional Horsemen's Association, New Jersey Chapter' to gain prestige or profit.

ARTICLE III. OFFICERS AND BOARD OF DIRECTORS

Section 1. The officers of the Association shall be Chairman, Vice-Chairman, Secretary and Treasurer.

(a) The term of office for officers shall be two (2) years.

(b) The Chairman shall not hold office for more than two (2) consecutive terms, provided, however, as follows:

(1) If, after the Chairman has served two or more consecutive terms, the Nominating Committee fails to nominate one or more candidates for the position of Chairman, then the Board of Directors can authorize the sitting Chairman to be nominated as Chairman for an additional term. The Board can take such action by majority vote and can do so at a regular meeting, or a special meeting, or in a writing disseminated to all members of the Board. If a special meeting is employed for this purpose, all members must be given written notice of the meeting at least ten days in advance.

(c) All other officers may succeed themselves for an unlimited number of terms.

Section 2. The management, direction and control of all policy, business and the affairs of the Association shall be vested in a Board of Directors. The Board of Directors shall consist of professional members of the Association as follows:

(a) The out-going Chairman.

(1) The out-going chairman may be part of the Board of Directors in the first year after their term has ended.

Thereafter, the out-going chairman must attend a third of the scheduled meetings in the previous twelve months to participate and vote in the current year.

(2) Once the attendance requirement in a twelve month period is not met, the out-going chairman will no longer be a member of the Board of Directors.

(b) The current officers, i.e. Chairman, Vice-Chairman, Secretary and Treasurer.

(c) One representative for each twelve (12) professional members or a fraction thereof.

(1) These Directors will be appointed annually by the Chairman of the New Jersey Chapter and a listing thereof rendered to the National Secretary by the New Jersey Chapter Secretary.

ARTICLE IV. MEMBERSHIP

Section 1. Membership in this Association is divided into the following categories:

(a) Professional Members. Any person residing in the United States, whose principal means of livelihood is buying, selling, horse farming, training horses, teaching riding or any related profession and who is acceptable professionally to the Chapter Membership Committee, shall be eligible for professional membership. Only professional members are eligible to hold Chapter office and vote in national elections.

(1) Applicants for professional membership shall have been engaged in the horse industry at least one (1) year prior to application.

(b) Associate Members. Any Amateur, 18 years or older, who indicates an interest in furthering the purposes of this

Association. He or she can apply for Associate member status at a regular Chapter meeting. Such applicants will be granted Associate Member status if his or her application is accepted by a majority of votes cast by members in attendance at the Chapter meeting. An associate member may vote on the Chapter level but may not vote in the election of Officers.

(c) Life Professional Members. Any individual who meets the requirements for a professional membership, but elects to join the Association for lifetime, rather than on a yearly basis.

Section 2. Membership in this Association is a privilege, not a right and no members shall obtain property rights to the assets of the Association. Professional and associate members shall not be held liable for any debt, obligation or liability, contractual or otherwise, incurred by the Association.

Section 3. All members, participants (which include without limitation exhibitor, owner, trainer, handler, rider, show manager, spectator or representative of each) for themselves, their principals, representatives, employees and agents agree to hold the Professional Horsemen's Association, New Jersey Chapter, Inc., its successors, assigns, subsidiaries, franchises, affiliates, officers, directors, employees and agents harmless from and against all claims including for any injury and loss suffered during and in connection with any Professional Horsemen's Association, New Jersey Chapter, Inc. sponsored event, whether or not such loss or claim, injury or loss resulted directly or indirectly from the negligent acts or omissions of said officials, directors, employees or agents of the Professional Horsemen's association, New Jersey Chapter, Inc., its High Score Awards Program or any event it sponsors or sanctions.

Section 4. Any member may be censured, suspended or expelled by a majority vote of the Board of Directors. The opportunity to be heard before the Board of Directors shall be afforded him/her, notice in writing of the time and the place of the hearing and a copy of the charges preferred against him/her shall be sent to him/her by registered mail not less than ten (10) days before the date of the proposed hearing.

Section 5. Any New Jersey professional member expelled from the National Association shall be immediately and automatically expelled from the Branch Chapter and shall not at any time be eligible to rejoin.

Section 6. Any previous member who has been out of the Association for a period of one (1) year or more must pay all back dues or make an application as a new member if he/she wishes to rejoin the Association.

(a) Those professional members paying back dues shall regain all membership benefits after a period of not less than three (3) months.

(b) A professional member must have passed one (1) year of membership before he/she shall be declared eligible for any benefits declared by the Association.

(c) Associate members shall not be eligible for any benefits by the Association.

Section 7. Professional Applications. Applications for professional membership must be made on applications provided by the Association, which will render a record of professional status, address and death benefit beneficiary.

(a) All applications must be signed by two (2) professional members of the Association.

(b) In the case of application of membership, a period of thirty (30) days shall elapse after receiving the application to give ample time for investigation of the prospective member by the Membership Committee.

(c) Applicants for membership shall be accepted only on the approval of the Membership Committee together with a majority vote of the membership at a regular Chapter meeting.

(d) Applications for other membership classifications may be acted on immediately.

ARTICLE V. DISSOLUTION OF THE BRANCH CHAPTER

Section 1. In the event of the dissolution of "The Professional Horsemen's Association, New Jersey Chapter, Inc.", all chapter assets shall be placed in the Scholarship Fund of "The Professional Horsemen's Association of America, Inc."

ARTICLE VI. AMENDMENTS

Section 1. This constitution may be amended by a majority vote of the Board Of Directors present at a regularly scheduled meeting or especially called, provided all members have been notified of the proposed changes at least ten (10) days prior to the meeting.

Section 2. This is the constitution of "The Professional Horsemen's Association, New Jersey Chapter, Inc.", any situation not covered by these articles of the Constitution shall fall under the Constitution of "The Professional Horsemen's Association of America, Inc."

THE PROFESSIONAL HORSEMEN'S ASSOCIATION
NEW JERSEY CHAPTER, INC.
AMMENDMENTS TO THE COSTITUTION

AMENDMENT I (to Article III Section 1)

If the Nominating Committee nominates one or more candidates for the position of Chairman, the sitting Chairman who has served two or more consecutive terms may run for Chairman in that election so all professional and associate members voting may have choices for the Chairman of the Association.

AMENDMENT II (Article IV Section 7)

Renewals of professional memberships do not need to be signed by two professional members of the Association. Only new professional applications need be signed by two professional members of the Association.

**THE PROFESSIONAL HORSEMEN'S ASSOCIATION
NEW JERSEY CHAPTER, INC.
CONSTITUTION AND BY-LAWS
(Revised April, 2012)**

BY-LAWS

ARTICLE 1. MEETINGS

Section 1. Regular meetings of the Chapter, open to all members, shall be held not less than eight (8) times a year. Meetings may be held any place on a date designated by a majority decision of the Board of Directors.

Section 2. Order of Business. The order of business at all meetings shall be as follows:

Minutes of the previous meeting
Correspondence
Aid to Members
Treasurer's Report
Report of committees
Old or unfinished business
New Business

(a) the order of business may be altered or suspended at any meeting by a majority vote of the Directors present.

Section 3. The quorum required for a meeting shall be eight (8) Professional and/or Associate members and of that number fifty percent (50%) must be officers and/or Directors.

(a) Whenever, at any meeting of the Association, there shall be less than a quorum present, such meeting shall be adjourned by a majority of those present until a quorum shall be present. At any adjourned meeting, any business may be transacted which might have been transacted at the original meeting, but votes on issues shall not be considered binding and a revote may be called at the next meeting at which a quorum is present.

(b) An Officer and/or Director may appoint a proxy for a regularly scheduled meeting he/she is not able to attend. Such proxy arrangement must be made in advance of the meeting through the Chairman.

(1) The Chairman will appoint one official proxy for each two (2) existing Officers and Directors.

ARTICLE 11. FISCAL YEAR

Section 1. Fiscal operation of this Association shall be from January 1 to December 31 of each year.

ARTICLE III. DUES

Section 1. Annual dues, as designated by the Association, shall be payable to the New Jersey Professional Horsemen's Association upon acceptance of application and annually thereafter on January 1st.

Section 2. That portion of all professional membership dues, as designated by the National Association, shall be paid to the National Treasury on or before April 1st of each fiscal year.

Section 3. Professional members over sixty-five (65) years of age may be exempt from paying dues after twenty (20) years of membership in good standing.

Section 4. The Board of Directors is empowered to make changes in the dues as is deemed necessary for the proper operation of the Association.

ARTICLE IV. DUTIES OF THE OFFICERS

Section 1. Chairman

(a) The Chairman shall call and preside at all meetings of the Association.

(b) Shall be a member ex-officio of all committees excepting the Nomination/Election Committee.

(c) Shall appoint the chairman of all standing and special committees.

(d) Shall perform all duties incident of his office and such other duties as may be required of him/her by the Board of Directors.

(e) May delegate any of his/her duties and require the assistance of any elected Officers of the Association.

Section 22. Vice-Chairman

(a) In the event of the incapacity, absence, death or resignation of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman until such time as a new election is held.

(b) The Vice-Chairman shall perform all the duties delegated to him/her by the Chairman or the Board of Directors.

Section 3. Secretary

- (a) The Secretary shall keep a record of all the proceedings of the Association.
- (b) Shall handle all correspondence of the Association.
- (c) Shall send out all official notices and notices of meetings.
- (d) Shall be the keeper of all Association documents.
- (e) Shall be responsible for maintaining a current set of By-Laws to be available at Chapter meetings.

Section 4. Treasurer

- (a) Shall collect the dues, keep all accounts of the Association and present a financial report at each meeting.
- (b) Shall pay all bills incurred by the Association, provided the expenses have occurred at the behest of the Executive Committee and/or the Board of Directors.
- (c) The Association funds shall be deposited in the name of the Association in a bank designated by the Board of Directors and shall be drawn by check signed by the Treasurer.
- (d) Shall be responsible for the account to be made available to an audit as requested by the Board of Directors, such audit to be done by an independent accounting firm selected and approved by the Board of Directors.

ARTICLE V DUTIES OF THE BOARD OF DIRECTORS

Section 1. The management, direction and control of all policy, business and the affairs of the Association shall be vested in the Board of Directors.

Section 2. The Board of Directors shall have general charge of the funds and property of the Association.

Section 3. All proceeds from whatever source, of whatever nature, received or owned by the Association, shall be expended or distributed only as directed by the Board of Directors.

Section 3. The Board of Directors may appoint any sub-committee to carry on the affairs of the Association.

Section 5. The Board of Directors shall transact all routine and emergency business of the Association.

Section 6. The Board of Directors shall, if requested, rule on the suspension of any member or the rejection of any applicants for membership.

ARTICLE VI. COMMITTEES

Section 1. At the first general meeting after his/her election, or as soon thereafter as is practicable, the Chairman shall appoint the following Committee Chairman:

- Aid To Members
- Scholarship Committee
- Membership Committee
- Horse Show Committee

Section 2. The Chairman may at any time appoint other committees on any subject furthering the purposes of the Association for which there are no outstanding committees already in existence. Such committees shall terminate upon election of new officers.

Section 3. Each respective committee may act on behalf of the Association, but must report to the Executive Committee/Board of Directors for ratification of any action taken at a regular or special meeting called for that purpose.

Section 4. Executive Committee. The Chairman, Vice-Chairman, Secretary and Treasurer will constitute the Executive Committee.

- (a) This Committee may act on behalf of the Association when the Board of Directors is not in session, but must report to the Board for its ratification of their action at a regular or special meeting called for that purpose.
- (b) The Executive Committee shall be responsible for the enforcement of the By-Laws of the Association.

Section 5. Aid To Members Committee. This Committee shall be composed of three (3) members appointed by the Chairman, one of whom shall be the Treasurer. It shall be the duty of the Committee to consider applications for financial aid to needy professional members, to investigate same and to make recommendations to the Board of Directors.

- (a) this Chapter will not provide any personal loans to any of its members.

Section 6. Membership Committee. This Committee shall be composed of three (3) members appointed by the Chairman. It shall be responsible for recommendations to the Board for acceptance of membership after reviewing the application. The application must be accompanied by the annual dues payment. If the recommendation for membership is favorable, a plurality vote (2/3rds) is necessary for acceptance. (See Article IV, Section 7 of the NJPHA Constitution.)

Section 7. Scholarship Fund Committee. This Committee shall be composed of three (3) members appointed by the Chairman. It shall be the duty of this Committee to administer the Scholarship Fund, screen applicants, award scholarships upon approval of the Board of Directors, make recommendations to the Board regarding this program and to provide a written report on an annual basis to the Secretary.

(a) Professional members in good standing for two (2) years or more, and children of professional members in good standing for two (2) years or more, may apply to the Scholarship Fund Committee for financial assistance to further their education. (See Article IX).

Section 8. Nomination/Election Committee. This Committee which may be one committee composed of three (3) members or two (2) separate committees composed of three (3) members each, is appointed by the Chairman at the September meeting prior to an election year. It is the duty of this committee to oversee the nominating and election process of the new officers. (See Article VII, Sections 1, 2, 3, 4, 5, 6, 7, and 8.).

(a) The Nomination Committee shall obtain the consent of all nominees for the office named, and are to submit these nominations at or before the October meeting.

(b) All nominees must be professional members in good standing.

Section 9. If any vacancy occurs among the officers of the Chapter, the Chairman shall appoint a replacement with the majority approval of the Board of Directors.

ARTICLE VII. ELECTION OF OFFICERS

Section 1. Nominations. The Nomination Committee shall submit the nominations for the offices of Chairman, Vice-Chairman, Secretary and Treasurer at or before the October meeting of the election year. Members may submit to the Nomination Committee any member provided the consent of this individual has been obtained.

(a) All nominees must be professional members in good standing for three continuous years prior to his/her nomination.

(b) All nominees must have attended a third of the scheduled meetings in the twelve months prior to his/her nomination.

Section 2. Nominations will be accepted from the floor at the October meeting, provided the consent of the nominee has been obtained and the nominee is acceptable as such by the majority of the Directors present at the meeting.

Section 3. In the event of an uncontested election, the proposed slate of officers will be presented at the November meeting by the Secretary, who will cast the one approving vote.

Section 4. In the event of a contested election, ballots with the slate of contesting candidates are to be printed and mailed by the chairman of the Election Committee to all professional and associate members in good standing not later than thirty (30) days prior to the election.

(a) The Treasurer shall attend upon the Nomination/Election Committee and have available for their use a roster of all professional and associate members of the Association in good standing as of September 30th of that year.

(b) All ballots shall be returned unsigned in a sealed envelope. Envelopes shall remain sealed until all are declared valid by the Election Committee.

(c) Each candidate may personally, or by a representative appointed by him/her, watch the vote count and check the report of the tellers.

Section 5. The Candidates receiving the greatest number of votes shall be declared elected to the vacant offices.

Section 6. The Election Committee shall report in writing to the Secretary of the Association the number of qualified votes cast and the final vote. These figures shall be incorporated into the minutes of the meeting.

Section 7. The Election Committee shall have full power and authority to pass on any question at such election.

Section 8. In case any question shall be raised as to the legality of such election, the outgoing Chairman shall take into his/her custody all ballots cast at such elections and keep them safe for a period of ninety (90) days.

ARTICLE VIII. DEATH BENEFITS

Section 1. The Association offers each of its professional members of more than five (5) consecutive years in good standing a thirty-five hundred dollar (\$3500) death benefit payable to a named beneficiary upon that professional member's death. Should that professional member receive part of the thirty-five hundred dollars (\$3500) in aid during his/her lifetime, the remainder will be paid to his/her named beneficiary upon death. Should that professional member receive Thirty-five hundred dollars (\$3500) or more in aid in his/her lifetime, no death benefit will be paid to his/her beneficiary upon death.

(a) A death certificate must be submitted to the Treasurer of the Association and a named beneficiary must be on file with the Treasurer of the Association to collect the death benefit.

Section 2. In the event of a death of a professional member after two(2) years of consecutive membership in good standing but not more than five(5) years of consecutive membership in good standing, the death benefit shall be fifteen hundred dollars (\$1500).

ARTICLE VIII. DEATH BENEFITS AND AID TO MEMBERS- continued

Section 3. The Association offers each of its professional members of five(5) or more consecutive years of membership in good standing the opportunity to apply for financial aid to the Aid To Members Committee. (See Article VI, Section 5.) Total aid to professional members during his/her lifetime is limited to a total of seven thousand five hundred dollars (\$7500). All requests for Aid to Members must be in writing to be considered by the Aid to Members Committee. The request must include the following: name of professional member in need, reason for the aid and signature of the person requesting yhe aid. The request may also include the amount of aid requested, whom the check should be made out to and the address to send the aid.

(a) A professional member after two (2) years of consecutive membership in good standing and less than 5 years of consecutive membership in good standing can also apply for financial aid to the Aid To Members Committee. The Aid To Members Committee will bring this request to the Board of Directors at a meeting regularly scheduled or specially called, for a vote, provided all members have been notified at least ten (10) days prior to the meeting. If allowed, aid may not exceed two thousand five hundred dollars (\$2500) until the professional has been a member for five (5) consecutive years in good standing. All requests for aid must follow the procedures put forth in Section 3 of these By-Laws. Aid received will be applied against any death benefit payable as in Section 1 and 2 in this Article.

(b) At any time, a professional member who has received aid may repay the aid he/she has received back to the Association. The amount repaid will be available for death benefit and aid in the future as stated in this Article.

Section 4. If aid for a non-member is requested, it may be considered by the Aid to Members Committee. The Request must follow the procedures listed in Section 3 of the Article. Aid to a non-member may not exceed one thousand five hundred dollars (\$1500).

ARTICLE IX. SCHOLARSHIP FUND

Section 1. Certain moneys, the amount of which shall be determined by the Board of Directors, shall be dedicated to the Scholarship Fund. The interest from this money shall be used to provide scholarship assistance to professional members in good standing for two (2) years or more and children of professional members in good standing for two (2) years or more, enrolled in an approved school for the advancement of their education beyond elementary level. The amount is to be determined by the Scholarship Fund Committee and the Board of Directors. Application is to be made through the Scholarship Committee.

ARTICLE X. NJPHA BENEFITS FUND

Section 1. Certain moneys, the amount of which shall be determined by the Board of Directors, shall be dedicated to the NJPHA Benefits Fund. Moneys from this fund can be used for reimbursement of the general checking account as requested by the Treasurer, Aid to Members as requested by the Aid to Members Committee and any extraordinary expenses that may arise.

Section 2. All outlays of money from this account must be approved by the Board of Directors.

Section 3. Moneys from this fund shall be overseen by the NJPHA Benefits Fund Committee, which shall consist of the Chairman, Treasurer and one member appointed by the Chairman.

(a) The Committee shall present regular reports on this fund at scheduled meetings of the NJPHA.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws may be added to or amended by a majority vote of the Board of Directors present at a meeting regularly held or especially called, provided all members have been notified of the proposed changes at least ten (10) days prior to the meeting.

Section 2. All changes in these By-Laws shall be recorded by the Association Secretary.

Section 3. These are the By-Laws governing the Association. Any situation not covered by these By-Laws shall fall under the National Chapter By- Laws.