

CONSTITUTION
of the
OKLAHOMA HUNTER AND JUMPER ASSOCIATION, INC.
(OHJA)

Adopted January 29, 1994
With Amendments through February 20, 2021

OHJA Constitution

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Article I: Name

The name of this association shall be OKLAHOMA HUNTER AND JUMPER ASSOCIATION, INC. The association shall be referred to in this Constitution and By-Laws as OHJA.

Article II: Affiliation

OHJA shall be affiliated with the United States Equestrian Federation (USEF) and United States Hunter Jumper Association (USHJA).

Article III: Purpose

The OHJA is organized for the purpose of promoting the sport of riding and showing Hunters and Jumpers in Oklahoma, to serve and promote the best interests of its members, member shows and their exhibitors, and to further the objectives of the USEF and USHJA.

Article IV: Zones

Oklahoma is divided into two zones in order to provide equal competitive opportunities, and local representation for the general membership through the election of a Board of Directors:

- Zone 1: All Oklahoma members whose Zip Code begins with 74, except Oklahoma members whose mailing address is in Lincoln, Payne, or Pottawatomie county.
- Zone 2: All Oklahoma members whose Zip Code begins with 73, plus Oklahoma members whose mailing address is in Lincoln, Payne, or Pottawatomie county.

All members of OHJA who reside outside the borders of Oklahoma are considered to be members-at-large.

Article V: Membership

Section 1. OHJA Membership

- A) Membership is available to any individual upon payment of the annual dues as set by the Board of Directors and ratified by the general membership.
- B) Membership Year for OHJA is December 1 to November 30 the following year.

Section 2. Categories of Membership (Complete Details in By-Laws, Article II)

- A) Life Members
- B) Individual
- C) Family

Section 3. Membership Responsibility

OHJA members and show managers are responsible for complying with the OHJA Constitution and By-Laws.

Section 4. Membership Privileges

Life, Individual or Family members are entitled to:

- A) Vote at the annual meeting
- B) Be nominated to serve as a Director
- C) Be appointed to serve on a Committee
- D) Be eligible to accumulate points for Equitation year-end awards
- E) Be eligible to register a Horse to accumulate points for year-end awards

Article VI: Board of Directors and Election

Section 1. Board of Directors

A) Zone Directors and Directors-at-Large

The Directors shall be members of OHJA eighteen (18) years of age or over (as specified for show purposes by USEF) who meet the following qualifications:

- 1. Is a member in good standing.
- 2. Has no family member currently serving as a Director which resides in the same household.

B) Alternates

- 1. There shall be one alternate from each zone and one at-large alternate.
- 2. Alternates shall be the nominee from each zone and the at-large nominee receiving the highest number of votes during the general election without being elected.

C) Board Size and Distribution

- 1. The number of Directors shall not be less than fifteen (15) nor more than twenty-one (21).
- 2. There shall be at least six (6) Directors from each zone.
- 3. There shall be at least three (3), not to exceed six (6), Directors elected at-large
- 4. There shall be three (3) alternate members: one (1) from Zone 1, one (1) from Zone 2 and one (1) at-large.

D) Terms of Directors

- 1. Zone and At-large Directors serve three (3) year terms.
- 2. Alternates serve a one (1) year term.
- 3. Normally two (2) directors from each zone and three (3) at-large directors will have their terms expire each year.

E) Attendance

- 1. Directors, Officers and Alternates shall have the same attendance requirements.
- 2. Any Director or Alternate will automatically be removed from the Board if they:
 - a) Miss fifty (50) percent of the Board meetings in any calendar year.
 - b) Miss three (3) consecutive Board meetings.

Section 2. Election of Directors.

A) The OHJA general membership will elect members to the Board of Directors by ballots cast each year during the annual meeting.

- 1. The Board of Directors shall elect their own officers. (ARTICLE VIII)

B) Nominating Committees

- 1. Each zone shall have a nominating committee composed of:
 - a. Zone Vice-President, who serves as Chairman.
 - b. Two elected board members, whose terms are not expiring.
 - c. At least three other persons from the general membership of that zone to be selected by the current Board members from that zone.

2. The executive Vice-President shall notify each zone nominating committee chairman (Zone Vice-President) by September 30 of each year of impending nomination requirements.
 3. Each zone nominating committee shall hold a meeting no later than October 20th of each year.
 4. Each zone nominating committee shall nominate whenever possible:
 - a) At least two (2) nominees for each vacancy in their zone,
 - b) And three (3) nominees for the at-large vacancies.
 - c) Nominees must be a current member in order to be included on the ballot.
 5. The Chairman shall notify the Executive Vice-President of their nominees as soon after the zone meeting as possible but no later than December 5.
- C) Voting Procedures for the Election of Directors
1. The Executive Vice-President shall make up a suitable ballot indicating all nominations received from the nominating committees and the zone meetings.
 2. Additional nominations may be made by any OHJA member from the floor during the annual meeting prior to a call for the vote.
 - a. Such nominations require a second.
 - b. The member must consent to having their name placed in nomination.
 3. Voting shall be by ballot distributed at the annual meeting and counted by a disinterested committee with representatives from each zone and appointed by the President.
 4. Eligible to vote: Current members having paid dues are eligible to vote.
 5. Each voting member residing in Oklahoma shall vote for nominees from their zone and from the at-large nominees.
 6. Voting members from outside of Oklahoma shall vote for at-large nominees only.

Section 3. Vacancies on the Board

- A) A director who has been removed from the board for not meeting the attendance requirement, may be reinstated by a vote of the Board members present at a regularly scheduled board meeting.
- B) Alternates shall fill any vacancy occurring on the board whether from attendance vacancy, resignation, or other reasons.
- C) By a majority vote, the Directors may fill a vacancy occurring during the year for a term that has not yet expired until a successor is duly elected by the membership at the next regularly scheduled election.

Article VII: Responsibility of the Directors

Section 1. The board of directors shall be the governing body on all matters requiring action between annual or special meetings. The board of directors may transact business in person, by mail, by electronic communication, or by conference call. For adoption, any business shall require a majority vote of the board of directors.

Section 2. The directors shall have the power to make By-Laws and enforce all rules governing approved shows and individual members and all other persons bound by OHJA's rules. USEF/USHJA/Zone 7 rules will be followed in all cases unless specifically modified.

Section 3. The Directors, after a hearing, may censure, suspend, or expel any officer or member of the association or any other person whose conduct shall be found to be prejudicial to the best interest of OHJA or is in violation of its rules.

Section 4. The Directors may censure, suspend, or expel any approved show for cause.

Section 5. The Board of Directors shall keep a record of its proceedings and shall report at the annual meeting of OHJA, or at any special meeting of OHJA, any matters which in its judgment require the action of the members.

Article VIII: Officers and Their Duties

Section 1. Elected Officers

The Directors of OHJA shall be responsible for the election of officers. Officers shall be elected during the first Board Meeting in an Executive Session of the Directors immediately following a recess of the Annual Membership Meeting. The officers elected shall hold office during the ensuing year or until their successors are duly elected. Officers who are not elected Directors, must meet the same attendance requirements as Directors.

A) President

1. Must be an elected Director of OHJA.
2. Must be or become a member of USEF/USHJA.
3. Shall be the chief executive officer and preside at all meetings of the board and the annual meeting.
4. Shall sign or authorize all contracts and obligations of OHJA.
5. Shall perform such other duties as may be assigned to him by the Board of Directors
6. Shall appoint all committees and/or chairmen.
7. Shall be an ex-officio member of all committees.
8. Shall have the authority to act on behalf of OHJA on matters which can not be delayed until the next meeting of the directors. At that time such actions will be reviewed and amended or ratified.

B) Executive Vice-President

1. Must be an elected Director of OHJA.
2. Must be or become a member of USEF/USHJA.
3. In the absence of the President will perform those duties.
4. Shall assume the duties of the Presidency, in the event the office of the president becomes vacant, until the next regular meeting of the Board of Directors when elections can be held.
5. Is responsible for notifying zone Vice-Presidents of pending nomination requirements for annual elections by September 30.
6. Must develop a ballot for the annual elections.
7. Is responsible for conducting elections.
8. Shall perform such duties as may be assigned by the Board of Directors or rules of OHJA.

C) Recording Secretary

1. Need not be an elected Director.
2. Shall take minutes and keep records of all meetings.
3. Shall keep all correspondence.
4. Shall keep an up to date list of all OHJA members, provided by the Membership Secretary.
5. Shall perform such duties as may be assigned by the Board of Directors or the rules of OHJA.

D) Treasurer

1. Need not be an elected Director.
2. Shall make a full report in writing as to the financial condition of OHJA at the Annual meeting and at such other times as requested by the Board of Directors.
3. Responsibilities
 - a. collect all monies due OHJA.
 - b. deposit said monies in the name of OHJA in a Bank approved by the Board of Directors.
 - c. keep proper books of account.
 - d. have custody and care of all OHJA funds.
 - e. Shall ascertain the need for and file all financial reports required by state and federal statutes.

E) Zone Vice-Presidents

1. Must be an elected Director of OHJA.
2. Shall be elected by the Directors from their zone.
3. Serve as Chairman for their zone nominating committee.
4. Serve as the Chairman of the planning committee for the annual meeting when held in their zone.
5. Zone responsibilities (Article IX, Section 4).

6. Zone vice-president with most directors serving on the board shall serve as president in the absence of the president and executive vice-president and in the event both become vacant will serve until the next scheduled Board meeting when an election can be held.
7. Shall perform such duties as may be designated by the Board of Directors.
8. Shall serve as the primary liaison between members of OHJA and Board of Directors.

Section 2. Appointed Officers and Standing Committee Chairman

The following Officers and Committee Chairmen shall be appointed by the President. Committee members need not be elected Directors.

A) Points Secretary

1. Shall maintain complete and accurate records of all entries and results from OHJA approved shows for the current year.
2. Shall maintain records for the purpose of determining year-end-awards, future disputes and as an historical file.
3. Make all records available to members, management, exhibitors, at any reasonable time, provided that such request be made in good faith and not for the purpose of harassment.
4. Notify those OHJA members who qualify for the Year End Ride-Offs.
5. Shall be responsible for notifying the Perpetual Awards Committee of recipient names.
6. Shall be responsible for notifying the Ribbons Committee of names and number of awards for the annual banquet.
7. Shall be responsible for notifying the Year End Awards Committee of names and number of awards for the annual banquet.

B) Membership Secretary

1. Maintain complete and accurate records of all members including:
 - a. Contact information: street address, email address, telephone.
 - b. Date of membership and membership number.

C) Parliamentarian

1. Shall assist the President in maintaining fair and orderly meetings.
2. Shall provide recommendations as to proper rules of order to handle specific and general motions and conduct of the meetings.

D) Horse Show Committee

1. Chairman
 - a) Shall ask members from each zone to serve on the Horse Show Committee, as many as deemed necessary to effectively function.
 - b) Update and provide current OHJA Show Packet to show managers.
2. Duties of this Committee:
 - a. Approve OHJA Show Grants for "O" Shows and USEF Rated Shows.
 1. The committee will make a recommendation to the Board for final approval of grants.
 - b. Approve all show dates.
 - c. Verify that shows are in compliance with USEF/USHJA and OHJA rules.
 - d. Field all complaints, disputes, inquiries regarding the interpretation and effect of OHJA Constitution and By-Laws regarding the conduct of the OHJA shows.
 1. Such complaints must be made in writing and submitted to the chairman of the Horse Show Committee.
 2. The committee shall conduct inquiries, obtain statements and other data they deem necessary.
 3. The committee, after careful study, will make a recommendation to the Board as to the disposition of such complaint(s).
 - e. Acts and recommendations of this committee shall at all times be subject to approval by the Board of Directors

Section 3. Additional Standing Committees and Ad Hoc Committees

A.) The duties and responsibilities of these committees are prescribed in the OHJA Committee Guidelines:

1. Banquet
2. Fund Raising
3. Media Communications
4. Ribbons
5. Perpetual Awards
6. Scholarship
7. Year End Awards
8. Webmaster

B) Ad Hoc Committees

The President or Board of Directors may appoint special committees when deemed necessary. Committee membership shall preferably represent both zones and be at least three.

Section 4. Responsibility.

All committees shall be directly responsible to the board of directors and shall submit all plans prior to execution, to the board of directors for approval.

Article IX: Meetings

Section 1. Annual Membership Meeting.

A) Meeting Date:

The OHJA annual meeting shall be held each year at a time and place to be designated by the Board of Directors. The President shall insure that notification is provided to all members at least thirty (30) days in advance of the meeting date.

B) Order of Business

1. Call to Order
2. Meeting Rules
3. Adoption of Agenda
4. Reading of Minutes from the last annual meeting
5. Treasurer's Report
6. Report from the Board of Directors
7. Election of Directors
8. Report of Show Dates
9. Old Business
10. New Business
11. Recess for Executive Session
12. Election of Officers
13. Adjournment.

This order may be changed by a majority vote of those members in good standing that are present provided the agenda has not been adopted. If adopted, a two-thirds (2/3) vote is required to amend the agenda.

Section 2. Special Meetings of the Membership

A) The President shall have the power to call a special meeting of OHJA at any time and must do so when:

1. Requested by a majority of the Board of Directors,
2. By written petition signed by twenty-one (21) members in good standing.

B) Written notice of such meetings shall be electronically communicated to each member at least thirty (30) days prior to the meeting.

C) The principal business for which the meeting was called shall be the only business on the agenda for discussion and action by the membership.

- D) The voting members present shall constitute a quorum, and business can be conducted by a majority vote of those present.

Section 3. Meetings of the Board of Directors

- A) Meetings of the Board shall be held at least four times a year at a place and time as designated by the President.
- B) The President may at anytime call a meeting of the Board of Directors.
- C) The President shall call a meeting at the request of seven (7) directors with a minimum of fourteen (14) days notice provided to all Board members before such meeting may convene.
- C) All members present and voting shall constitute a quorum for the transaction of business.

Section 4. Zone Meetings

- A) Held by December 1, conducted by Zone Vice President.
- B) Business of Meeting
 1. Present slate of nominees from the zone.
 2. Ask for additional nominees.
 3. Obtain agenda items for annual meeting.
 4. Discuss topics pertinent to the zone and OHJA.

Section 5. Rules Governing Meetings

- A) Any matter may be considered at a regular board meeting, whether or not it was listed on the agenda, provided the agenda has not been adopted. If adopted, a two-thirds (2/3) vote is required to amend the agenda.
- B) When a special meeting is called, the only business that may be considered shall be that as specified in the notice of the meeting.

Section 6. Executive Session.

The Board members may, upon a majority vote of Board members present, call for an executive session, excluding all but directors, alternates and officers. Other individuals may be included in the session: by a majority vote of the Board.

Section 7. Parliamentary Authority

Robert's Rules of Order Newly Revised shall serve as a guide for OHJA in all cases in which they are applicable and not in conflict with this Constitution and By-Laws.

Article X: Fiscal Year

The fiscal year of OHJA shall begin January 1 and end on the following December 31.
The books of OHJA shall be made available for annual audit.

Article XI: Amendments

Section 1. Constitutional

- A) Changes to the Constitution require approval of the General Membership at the Annual Meeting or at a called Special Meeting of the General Membership.
 - 1) Notice of the proposed amendment shall have been communicated to all members at least thirty (30) days prior to the meeting at which the amendment is to be voted upon.
 - 2) A two-thirds vote of those members in good standing and present is required to approve the amendment.
 - 3) The Constitution and/or amendments thereto shall become effective upon adjournment of the Annual Meeting or Special Meeting at which adopted unless otherwise specified.

B) Members wishing to present a constitutional change must contact the Recording Secretary to determine proper procedure for submission and notification.

Section 2. By-Laws

By-Laws may be amended by a two-thirds vote of the total number of the Board membership or by a two-thirds vote of the general membership at an announced meeting.