
PARKLAND HORSEMAN'S ASSOCIATION BYLAWS

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PARKLAND
HORSEMAN'S ASSOCIATION

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PARKLAND HORSEMAN'S ASSOCIATION
8400 Ranch Rd. Parkland FL, 33076

Parkland Horseman’s Association Bylaws

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PREFACE

The official name of this organization shall be the Parkland Horseman’s Association otherwise referred to as “PHA.”

ARTICLE I – OBJECTIVES

The Parkland Horseman’s Association is a Non-Profit 501(c) (7) civic organization dedicated to the promotion of equine welfare, equine activities, general civic and charitable functions, and the furthering of environmental endeavors that will maintain and support the equestrian community within the City of Parkland and surrounding communities.

ARTICLE II – METHOD OF ORGANIZATIONAL FUNCTION

All formal organizational meetings shall follow Robert’s Rules of Order and shall be governed by them accordingly.

The President shall act as Chairman of the Board. All Board members shall have equal rank and equal vote. The Chairman shall not vote on business decisions unless to break a tie.

PHA members in good standing shall be eligible to vote in all PHA elections. If the occasion rises, proper verification of eligibility may be required.

General business matters shall be decided by the board by a simple majority of either a show of hands or voice response unless otherwise dictated by Robert’s Rules of Order.

Copies of specific General Meeting or Board meeting minutes shall be made available to any member in good standing, upon request.

ARTICLE III – MEMBERSHIP AND DUES

All interested persons may apply for PHA membership and, upon being accepted as a dues-paying member, will receive all the rights and privileges offered to members by the Parkland Horseman's Association.

Membership dues are collected annually and are due by the September horse show of each fiscal year. (SEE ARTICLE XII – Policy B – Membership Types & Dues).

Each member shall be responsible for reading, understanding, and abiding by the PHA bylaws & policies.

ARTICLE IV – MEETINGS – BOARD OF DIRECTORS

During each fiscal year from September 1st to August 31st, the Board of Directors meeting shall be held on a monthly basis. The Board meeting schedule will be made available to all PHA members. The Board reserves unilateral discretion to adjust meeting dates as needed to accommodate the schedules of Board members. Changes to meeting dates will be announced to PHA membership in advance of the meeting.

June, July, and August Board meetings may be held at the discretion of the majority of the Board of Directors. The meeting schedule shall be published in the PHA Newsletter or through other forms of communication routinely used by PHA to communicate to its membership.

Special Meetings may be called with the approval of the Board of Directors or a majority of the PHA membership.

ARTICLE V – ORGANATIONAL BUSINESS

No official activity, commitment, or endeavor may be initiated, represented, or undertaken by any individual, member, or group as sponsored by the Parkland Horseman's Association unless the individual, member or group receives the expressed approval of the PHA Board of Directors in advance.

The PHA logo or its likeness, letterhead, website, Facebook, Twitter, or any other form of public or private communication on behalf of PHA may not be used without obtaining prior consent of the PHA Board of Directors.

If the above criteria have not been met, the Parkland Horseman's Association shall have the right to remedy the situation by initiating corrective and/or legal action against the aforementioned individual, group or entity, including associated legal costs and fees.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors shall consist of the positions as follows:

- Four (4) duly elected Officers
 - President
 - Vice President
 - Recording Secretary
 - Treasurer
- Nine (9) duly elected Directors
 - Hunter/Jumper Chairman
 - Obstacles Chairman
 - Dressage Show Chairman
 - Sponsor Coordinator
 - Membership Coordinator
 - Communication Coordinator
 - Program & Activities Coordinator
 - Volunteer Coordinator
 - Director at Large (Any additional positions deemed necessary by the Officers)

A description of duties and responsibilities for each Board position shall be determined by the current Board of Directors. The type and number of Board positions may be updated periodically at the discretion of the Board.

ARTICLE VII – OFFICER/BOARD CHAIRPERSON SUCCESSION

Should the President be unable to perform the duties of the office, the following order of succession shall prevail: Vice President, Recording Secretary, Treasurer, and each of the remaining Directors as determined by the Board's Officers at the commencement of the fiscal year.

ARTICLE VIII – OFFICERS AND DUTIES

Listed below are the basic duties for each of the four (4) Officer positions on the Board. The current Board of Directors may update these duties as the need arises without a bylaw change.

President:

- Shall uphold the objectives of PHA and shall act as Chairman of the Board to ensure each member of the PHA Board fulfills his/her assigned duties.

- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, including annual fundraising goals.
- Conducts the general membership/board meetings in accordance with Robert's Rules of Order.
- All board members report directly to the President in regard to their assigned position descriptions and responsibilities.
- Serves as the official liaison between PHA and the City of Parkland officials.
- Fulfills any other requirements of a Director or Officer, and performs other duties as required by the bylaws.
- The President may also have his or her contact information listed on show bills and advertising.

Vice President:

- Shall assist the President in upholding the objectives of the Parkland Horseman's Association to ensure the Board fulfills its duties.
- Presides as the President in case of his/her temporary absence or permanent position vacancy, until a temporary Chairperson is elected.
- Works closely with the show chairs and programs and Activities Coordinator to ensure successful horse shows.
- Collaborates with the Volunteer Coordinator to ensure an adequate supply of volunteers is available for PHA sponsored events.
- Serves as a liaison with the City of Parkland.
- Fulfills any other requirements of a Director or Officer, and performs other duties as required by the bylaws.

Recording Secretary:

- Responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how and by whom the Board's business was conducted.
- Shall record the minutes of meetings and ensures their accuracy and availability. Distributes minutes at the Board meetings.
- Proposes policies and practices, submits various reports to the Board, and maintains organizational records.
- In the absence of the President and Vice President, the Secretary calls the meeting to order, presiding until a temporary Chairperson is elected.
- Fulfills any other requirements of a Director or Officer, and performs other duties as required by the bylaws.

Treasurer:

- Shall prepare and report to the Board at each meeting, monthly account records detailing income and expenses.
- Responsible for dispersing funds as required by the organization and/or Board of Directors.
- Communicates with the PHA accountant on all tax issues.
- Retains insurance for the horse shows and all other PHA related activities.
- Prepares and presents the annual financial statements to the Board by October 31st.
- Chairs the finance committee and develops the annual budget in collaboration with other Board members.
- The Treasurer shall also provide on demand, all checkbooks, ledgers, and/or any pertinent documents at the Board meetings. In case of the absence, the treasurer shall make these items immediately available to the President or current presiding Officer in succession.
Fulfills any other requirements of a Director or Officer, and performs other duties as required by the bylaws.

ARTICLE IX – BOARD MEMBER VACANCIES

Vacancies occurring on the Board of Directors shall be filled in accordance with the following procedures:

- Board member vacancies shall be posted in the next monthly Newsletter or through other forms of communication routinely used by PHA to communicate to its membership, after notification of the vacancy.
- Members who wish to be considered for a vacated office may contact a Board member for nomination by the next Board meeting, and for vote.
- If more than one nomination is made, a ballot election will be held at the next meeting or via Newsletter ballots or as otherwise directed by the Board.
- The Board of Directors shall appoint a replacement if no nominations are made.
- Following the Board's decision, results shall be announced at the next Board of Directors meeting, and the next Newsletter or through other forms of communication routinely used by PHA to communicate to its membership. (This procedure allows for appointment during any summertime Board of Directors' meeting breaks.)

ARTICLE X – ELECTION OF OFFICERS AND DIRECTORS

Officers and Directors shall be elected for one year term beginning in August and ending in July of the subsequent year but may run for indefinite successive terms.

A nominating Committee may be selected by the Board of Directors in February. Eligible members may declare their candidacy at the March Board of Director's meeting with nominations accepted from the floor for the following positions:

- President
- Vice President
- Recording Secretary
- Treasurer
- Hunter/Jumper Chairperson
- Obstacles Chairperson
- Dressage Show Chairperson
- Sponsor Coordinator
- Membership Coordinator
- Communications Coordinator
- Volunteer Coordinator
- Program and Activities Coordinator
- Director at Large

Elections shall be conducted at the April Board of Directors meeting by secret ballot. Polling places may vary according to the PHA activities. In case of a tie, the candidates shall each be permitted a three-minute speech and then a re-vote shall be taken. Newly elected Officers and Directors shall be sworn in by August 31st.

The newly elected Board for the following year shall be *able to vote* on the motions along with the current year Board of Directors at the May thru August Board of Directors meetings.

THE NEWLY ELECTED BOARD WILL ASSUME OFFICE AT THE AUGUST BOARD MEETING

The Secretary shall verify membership status and determine the eligibility of the candidates and voting members.

ARTICLE XI – DISCIPLINARY ACTION OF MEMBERS AND/OR BOARD MEMBERS

MEMBER DISCIPLINARY ACTION:

The Organization shall have the right to discipline, sanction, or expel any PHA member who deliberately or repeatedly violates the tenets of the Parkland Horseman's Association. Procedures of this action shall be closely guided by Robert's Rules of Order.

BOARD MEMBER REMOVAL:

If any member of the Board of Directors is absent from two consecutive Board Meetings, and/or absent a total of three meetings during the fiscal year, with the exception of illness, UNLESS OTHER PROVISIONS HAVE BEEN MADE, s/he can be removed from the Board, by vote, without debate. The position will be declared vacant and will be filled in accordance with the procedures described in Article IX.

ARTICLE XII – PARKLAND HORSEMAN'S ASSOCIATION POLICIES

The Parkland Horseman's Association recognizes that the bylaws are the basic guidelines of operation and that under certain circumstances specific policies may require clarification. Therefore, the PHA reserves the right to adopt non-contradictory policies under the following conditions, and procedures.

POLICY A: POLICY PROCEDURES

Policy addition, deletion, revision, or amendment proposals shall be published in the PHA Newsletter or through other forms of communication routinely used by PHA to communicate to its membership, at least 30 days prior to the Board of Director's meeting. At which time, the proposal(s) will be decided upon.

After debate and discussion, policy proposal(s) must be approved by 2/3 two-thirds vote, meaning two-thirds of the votes CAST of membership in attendance during the business meeting, and authenticated proxies.

Members vote at the General meetings on matters that have been put to them by the Board of Directors. The Board of Directors vote on matters concerning the management and control of the business of the club.

POLICY B: MEMBERSHIP TYPES & DUES

Parkland Horseman's Association member types are as follows:

VOTING:

- Family – One Vote per family
- Adult – One Vote per Adult – 18 years of age or older
- Junior – One vote per Jr. 17 years of age or under

NON-VOTING:

- Friends of the PHA Individual member or Family (*Non-Riding*)

VOLUNTEERS (non-voting)

Dues amount will be published prior to the September Board of Directors meeting, annually.

POLICY C: OTHER DIRECTOR POSITION DESCRIPTIONS

Show Directors (per discipline as needed):

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Coordinates an Show Committee, and is responsible for all horse show competitions, their promotion, publication, and funds generation.
- Assigns the duties to appropriate volunteers/or paid position persons (e.g. The committee will hire the Judges for the horse show and will ensure the smooth running of the horse shows).
- Is available on the day of the horse show to clarify any questions on rules and regulations.
- Organizes and purchases needed supplies for the shows.
- All purchases need to be pre-approved and will be reimbursed by PHA.
- Reviews rules and if need be, proposes to Board members any corrections and/or additions to the horse show procedures/rules to facilitate a smooth show.
- Opens and closes entry booth on day of show.
- Director makes year end results available to members and delivers year end results to Awards Committee for the Year End Awards banquet. Shall have the point's books available, for audit.
- Director makes decisions regarding year end awards.

- Works with the volunteer coordinator to oversee the Show Committee made up of the following positions:
 - Points Manager – Keeps record of points in appropriate ring. Provides updated points book at each show. Makes sure points are posted after each show.
 - Points Manager is assisted by a points keeper in each ring. Keeps all show cards until circuit year and banquet are over.

Dressage Show Chairperson:

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Coordinates the Dressage Schooling Show committee, and is responsible for all the schooling shows, their promotion, publication, and funds generation.
- Hires Judge for the shows.
- Organizes and purchases needed supplies for the shows.
- All purchases need to be pre-approved and will be reimbursed by PHA.
- Reviews rules and if need be, proposes to Board members any corrections and/or additions to the horse show procedures/rules to facilitate a smooth show.
- Opens and closes entry booth on day of show.
- Director makes year end results available to members and delivers year end results to Award Committee for the Year End Awards banquet. Shall have the point's books available, for audit.
- Responsible for keeping track of points earned for each show participant.
- Works with the volunteer coordinator in Appointing and overseeing the Dressage Show Committee made up of the following positions:
 - Dressage Ring Crew – Responsible for the set up and take down of the dressage ring for monthly dressage shows.
 - Dressage Show Secretary – Responsible for receiving show registrations, monies, and assigning ride times.

Sponsorship Coordinator:

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Coordinates the Sponsorship Committee and is responsible for the development of corporate sponsorships, donors to PHA and advertising for the annual Show Circuit Book.
- Responsible for coordinating efforts to increase funding base for PHA.
- Locates sources of funding, cultivates suitable sponsors and solicits donors.

- Develops annual sponsorship campaigns, sponsorship categories and materials, correspondence, and sponsorship/donor appreciation events.
- Leads annual fundraising campaign, works with Treasurer and Board to establish sponsor/donor/advertising revenue goals.
- Maintains strong communication with donors via newsletters or other publications to demonstrate financial need and show fiscal responsibility of the organization.
- Handles general queries related to sponsorships, donations and advertising.
- Tracks the sources and amounts of all fundraising efforts, including individual donations, sponsorships and advertisements, and reports success to Board.

Membership Coordinator:

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Serves as primary point of contact for PHA members and potential members.
- Facilitates a sustained initiative focused on recruitment, retention, and marketing of PHA members.
- Coordinates the membership committee to identifying and recruit new members; assess and monitor current member satisfaction; target new areas for membership growth; and develop, market, and enhance membership value.
- Maintain membership roster.

Communication Coordinator:

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Responsibilities include, but are not limited to: writing media materials; coordinating development and production of marketing materials; implementing social media initiatives; preparing and distributing PHA newsletter; maintaining website; assisting with special events, grant applications and other fund development projects.

Program & Activities Coordinator:

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Establishes a committee from PHA Board and membership and oversees the coordination of PHA sponsored (non-horse show) events and activities, such as: annual banquet; membership meetings, and other social activities/gatherings.
- Works within established budget to execute PHA sponsored activities and fundraisers.

Volunteer Coordinator:

- Shall be elected to the Board according to the procedure in Article X of the bylaws.
- Reports directly to the President.
- Coordinates efforts for volunteer recruitment, volunteer communications and volunteer development.
- Works with the Program & Activities Coordinator, the Open Show Chairperson, and the Dressage Show Chairperson to coordinate volunteer needs and solicit adequate supply of volunteers.
- Places PHA volunteer opportunities on appropriate volunteer job sites, Face Book and PHA web-site.
- Act as initial point of contact for potential PHA volunteers.
- Assist in development of volunteer role descriptions and training.
- Maintains volunteer roster and e-mail lists; sends out volunteer notices as directed.
- Develops volunteer appreciation events.
- Ensures volunteer hours are accurately recorded and maintained.

Director At Large