



Maryland Saddle Association

2013 Constitution

MISSION STATEMENT

The mission of the Maryland Saddle Association, Inc. is to serve as an organization that creates a supportive learning environment where riders, regardless of age, skill level, gender, and physical and mental ability, can reach their potential as capable and competent equestrians. MSA seeks to reach out to all segments of our diverse community, and bring together, under uniform rules, people sharing a mutual interest in the showing of all types of horses. Through our volunteer organization, we hope to develop and implement a quality horse show series that provides fun, hands-on learning, and actively promotes horses and horsemanship within the state of Maryland to the benefit of both the horse and rider.

Table of Contents

2013 Constitution

ARTICLE I – NAME	2
ARTICLE II – MISSION STATEMENT	2
ARTICLE III – MEMBERSHIP	2
Section 1: Types of Membership	2
Section 2: Membership Year	2
Section 3: Membership Privileges	2
ARTICLE IV – THE BOARD OF DIRECTORS	2
Section 1: Eligibility for the Board of Directors	2
Section 2: Positions	3
Section 3: Absenteeism	3
Section 4: Duties	3
Section 5: Conduct of Business	3
ARTICLE V – MEETINGS	3
Section 1: Open Meetings	3
Section 2: Board Meetings	3
Section 3: Order of Business at all Meetings	3
ARTICLE VI – OFFICERS	3
Section 1: Officers	3
Section 2: Elections	4
Section 4: Removal of Officers	5
Section 5: Board Members Show Responsibilities	5
ARTICLE VII – COMMITTEES	5
Section 1: Permanent Committees	5
Section 2: Ad Hoc Committees	6
Section 3: Chair	6
Section 4: Committee Representative	6
Section 5: Committee Meetings	6
ARTICLE VIII – THE RULE BOOK	6
Section 1: Annual Rule Book	6
Section 2: Rule Book Revisions	6
Section 3: Rule Book Changes/Interpretations	6
ARTICLE VI – AMENDMENTS TO THE CONSTITUTION	6
Section 1: Amending the Constitution	6
Section 2: Procedures for Amending the Constitution	6
ARTICLE X – PROXY VOTES	6
ARTICLE XI – RULINGS	6
ARTICLE XII – DISSOLUTION	6
ARTICLE XIII – AMENDMENTS TO CONSITUTION FOR UPCOMING YEAR	6

CONSTITUTION OF THE MARYLAND SADDLE ASSOCIATION, INC.

ARTICLE I – NAME

The name of this organization shall be the “Maryland Saddle Association, Incorporated” (hereinafter referred to as MSA).

ARTICLE II – MISSION STATEMENT

The mission of the Maryland Saddle Association, Inc. is to serve as an organization that creates a supportive learning environment where riders, regardless of age, skill level, gender, and physical and mental ability, can reach their potential as capable and competent equestrians. MSA seeks to reach out to all segments of our diverse community, and bring together, under uniform rules, people sharing a mutual interest in the showing of all types of horses. Through our volunteer organization, we hope to develop and implement a quality horse show series that provides fun, hands-on learning, and actively promotes horses and horsemanship within the state of Maryland to the benefit of both the horse and rider.

ARTICLE III – MEMBERSHIP

Section 1: Types of Membership

- A. A member in good standing is defined as one with no outstanding debt to MSA and one who has not had his/her membership privileges revoked for the current year.
- B. Individual membership: Any person in good standing shall be eligible for individual membership providing his/her annual dues are paid.
- C. Family membership: Any family in good standing shall be eligible for membership providing its annual dues are paid. For horse show purposes, the word “family” shall include the following: husband, wife, and children under the age of eighteen residing at the same address.
- D. Member participation in shows is limited to those in good standing.
- E. No Year-end award will be presented to a member not in good standing.

Section 2: Membership Year

The membership year shall run from December 1 to November 30. Members shall not be entitled to vote until dues have been paid in full for the current year. All membership dues disputes shall be resolved before the date of the Annual Open Membership Meeting and Election.

Section 3: Membership Privileges

- A. One (1) vote per membership (individual or family) at the open meeting, with the exception that Junior members shall not have the right to vote.
- B. The registration of each individual or member(s) of a family as a rider in the MSA Rider Divisions.
- C. The registration of horses is included in the membership fee. **Both horse and rider must be registered in order to receive points.**
- D. Members are eligible to hold a seat on the Board of Directors once voted in at the annual open membership meeting or appointed by the Board of Directors. Board members will be asked to abstain from voting in instances where a conflict of interest is verified.

ARTICLE IV – THE BOARD OF DIRECTORS

Section 1: Eligibility for the Board of Directors

- A. The open senior membership shall have the right to elect by secret ballot a minimum of five (5) Directors to represent their interests on the Board of Directors.
- B. In addition to elected or appointed Directors, Honorary Directors may be elected by the Board of Directors in recognition of loyal, distinguished, and outstanding service to the Association. An Honorary Director shall serve for life, without payment of dues, and shall not be required to attend meetings. There shall be no more than three (3) Honorary Directors serving on the Board of Directors at any one time.
- C. Adjunct Directors may be elected to or appointed by the Board of Directors in recognition of a special skill, service or services provided to the Maryland Saddle Association. Examples include, but are not limited to, web, legal, accounting, financial, general contracting, veterinary, equine and other services. An Adjunct Director may be appointed for a year with no voting privileges, and shall not be required to attend meetings. There is no limit to the number of Adjunct Directors sitting on the board.
- D. The President shall serve as a voting member of the Board of Directors the year succeeding his/her presidency.

- E. All Board members and/or those wishing to hold a seat on the Board **MUST** maintain a Senior or family membership with voting privileges.

Section 2: Positions

With the exception of the Past President, one (1) person may not serve in two (2) positions on the Board of Directors. The Past President will be allowed only one vote even if serving in an additional capacity on the board.

Section 3: Absenteeism

A Director who is absent without cause from three (3) consecutive meetings will be dropped from the Board of Directors.

Section 4: Duties

- A. To hold elections for the officers of MSA, or fill by appointment any office or Board of Directors' position that becomes vacant.
- B. To approve and sanction events as set forth in the Rule Book.
- C. To present awards as set forth in the Rule Book.
- D. To set all fees for membership, horse registration, show assessments, etc., as deemed necessary.
- E. To govern and conduct the business of MSA.

Section 5: Conduct of Business

- A. To change rules.
- B. To admit, suspend, or expel members.
- C. To approve or disapprove selection of Judges.
- D. To impeach officers.
- E. To implement other decisions if a majority of the quorum requests.
- F. To approve prize lists.

ARTICLE V – MEETINGS

Section 1: Open Meetings

- A. An open membership meeting shall be held annually after the close of the show season and prior to the start of the new calendar year for elections and rule changes. The date of the open membership meeting shall be sent out to all members and posted in newsletter or on the MSA website at least 30 days prior to the meeting.
- B. Additional open meetings may be called by the President as deemed necessary.
- C. The eligible, voting membership present at an open meeting shall constitute a quorum to conduct business.

Section 2: Board Meetings

- A. The Board of Directors shall meet at least bimonthly.
- B. Additional Board meetings shall be called by the President as deemed necessary.
- C. The open meeting and the Board of Directors meeting for that month may be held consecutively.
- D. A quorum to be able to conduct business shall consist of five (5) members of the Board of Directors.
- E. General membership is welcome to address the Board and present ideas and/or issues; however, they do not have a vote on issues presented to the Board except at the yearly open membership meeting. Members wishing to present issues to the Board must contact the President or Corresponding Secretary to have their issue added to the agenda for presentation to the Board. .

Section 3: Order of Business at all Meetings

- A. Roll calling
- B. Approval of the minutes of the previous meeting
- C. Treasurer's report
- D. Reading of correspondence
- E. Recording Secretary's report
- F. Committee reports
- G. Old or unfinished business
- H. New business
- I. Elections or appointments of committees when necessary
- J. Adjournment

ARTICLE VI – OFFICERS

Section 1: Officers

- A. The Board will consist of the following:
 - 1. President

2. Past President (1st year after presidency expires only)
 3. Four (4) Executive Board Members
 - a. Vice President
 - b. Corresponding Secretary
 - c. Recording Secretary
 - d. Treasurer
 4. Maximum of thirteen (13) At-Large Board of Directors.
- B. The New Board will assume their duties at the first meeting of the new year.
- C. No elected officer shall serve in the same capacity for more than five (5) full terms, unless the ballot for that position remains unfilled for the annual election. In this case, the officer may be asked by the board to remain in the capacity for up to an additional year.
- D. All Board members are required to bring in two (2) Division Sponsorships by March 1st and (2) advertisers for both the Prizebook and the Banquet Program.

Section 2: Elections

- A. The officers of MSA shall be elected by ballot at the open membership meeting each year.
- B. Members with a desire to be added to the ballot for an MSA Board of Directors position must declare their intent to the President, Corresponding Secretary, or Nominations Committee at least 30 days prior to the election so the ballot can be published. Nominations for executive officers once published will not be accepted from the floor. Nominations for the at-large Board of Directors may be made from the floor at the open membership meeting. .

Section 3: Officers Duties

- A. President
 1. To set the date of all meetings.
 2. To preside at all meetings of MSA.
 3. To appoint all committees as necessary for the proper conducting of business of the Association.
 4. To co-sign all checks over the amount of \$500.00.
 5. To set the agenda for MSA meetings.
- B. Vice President
 1. To preside over all meetings in the absence of the President.
 2. To act as co-chair on all committees and ad-hoc committees.
- C. Recording Secretary
 1. To handle all membership applications, horse registrations, and to keep an accurate roster of all members and the status of their dues payment.
 2. To keep accurate records of all points accumulated at MSA shows, which must be published monthly during the show season.
 3. Prior to publication, points shall be audited or verified by a second Board member.
 4. To provide all shows with accurate, up-to-date membership lists.
- D. Corresponding Secretary
 1. To take roll.
 2. To record the minutes of all MSA meetings.
 3. To provide copies of all minutes to the Board of Directors.
 4. To send notices of the annual open membership meeting to all members 30 days prior to the meeting.
 5. To oversee the publishing of a monthly newsletter.
 6. To receive all MSA mail except membership applications and horse registration which shall be forwarded to the Recording Secretary
- E. Treasurer
 1. To keep accurate records of all MSA funds and render to the President, and the Board of Directors, at each Board Meeting, an account of the financial condition of the Association.
 2. To receive and disburse MSA funds. All club bills are to be sent to the Treasurer or an MSA designated officer, but merchandise may be sent to the appropriate person.
 3. The Treasurer and President shall be added to MSA accounts as authorized signatures. Checks over \$500.00 require the signature of both officers.
 4. To be responsible for the collection of money at show entry booth either in person or to appoint a suitable representative.
 5. All monies received are to be deposited within twenty-one (21) days of receipt with exceptions.
 6. Treasurer shall be responsible for compiling and providing all necessary tax related information to a professional tax preparer as required by state and federal regulations.

7. The treasurer shall be responsible for having the proper paperwork prepared for presentation to an outside auditor/committee of the Board's choice. Results of said audit shall be returned to the President for distribution to the Board of Directors. Results of said audit shall be returned to the President for distribution to the Board of Directors by April 15th of the following year.
8. To prepare detailed monthly reports including income, expenditures, and the check register and provide copies to all members of the Board of Directors.

Section 4: Removal of Officers

- A. An officer may be removed from office for failure to perform the duties of the office.
- B. Refer to Article IV, Section Three (3).

Section 5: Board Members Show Responsibilities

- A. All members of the Board of Directors are to fill in where necessary.
- B. If MSA, MHSA, or USEF rules do not cover a specific instance, the Judge and/or Steward, in conjunction with unaffected Board members present at the show, will resolve the situation. .

ARTICLE VII – COMMITTEES

Section 1: Permanent Committees

The following permanent committees shall have one (1) Chairperson appointed by the President who shall determine the course of action the committee members take as well as present it to the Board of Directors for final approval.

- A. Rules Committee
 1. To evaluate suggested rule changes and present them to the Board of Directors for vote.
 2. To prepare the Rulebook with all changes for the upcoming year.
 3. The Chairperson of this committee is to serve on the Judge's and Show Committee.
- B. Judges Committee
 1. To select and present qualified judges and stewards for MSA Shows to the Board for approval **before** contracting them.
 2. To assure qualified judges for MSA shows.
 3. Will determine an established rate, cap or range of cost associated with judges, and present to the board for approval **before** contracting for judges
 4. The Chairperson of this committee is to serve on the Rules and Show Committee.
- C. Show Committee
 1. To prepare a prize list.
 2. To assist in planning shows.
 3. To distribute the show information.
 4. The Chairperson of this committee is to serve on the Judges and Rules Committee.
 5. To present all to Board for approval.
- D. Nominating Committee
 1. To draw up a slate of officers comprised of the President, Vice President, Corresponding Secretary, Treasurer, Recording Secretary, and no more than thirteen (13) At-Large Board of Directors to be presented at the designated annual open membership meeting (see Article VI, Section 2, B).
- E. Awards Committee
 1. To be chosen prior to the start of the show season.
 2. To collect all Sportsmanship Award nomination letters and present to the Board of Directors for vote.
 3. Responsible for the purchase of all Year-end awards within a budget designated by the Board. The maximum budget available for the banquet will be the balance after all show expenses minus the start-up budget for the next year (insurance, initial ribbons, rental deposits, advertising/mailings, etc).
- F. Special Events Committee
 1. To organize, plan, and schedule MSA special events such as Medal Finals and clinics.
 2. To assure qualified clinicians to conduct those clinics, activities, or events.
 3. Will determine an established rate for both members and non-members who attend the clinic, and present to the board for approval before finalizing plans.
 4. To organize and preside over the Junior Board of Directors.
- G. Advertisers/Sponsors Committee
 1. To solicit advertisers for the prize list and sponsors for divisions or classes.
 2. To prepare the advertiser's ads for inclusion in the prize list.
 3. To submit to the Board for approval suggestions on all aspects of marketing and promoting the association's events.

4. The Chairperson of this committee is to serve on the Show Committee.

Section 2: Ad Hoc Committees

Ad Hoc committees are created by the board to serve a special purpose or mission, and will be dissolved by board action when no longer deemed necessary.

Section 3: Chair

All committees shall have a Chair appointed by the President who will serve as Co-Chair with the Vice President.

Section 4: Committee Representative

All committees should have members that represent both the English and Western interests of the association.

Section 5: Committee Meetings

Committees shall meet as necessary and be prepared to give reports at all board meetings.

ARTICLE VIII – THE RULE BOOK

Section 1: Annual Rule Book

The MSA shall publish an annual Rule Book or shall adopt the Rule Book published in any previous year with revisions as necessary.

Section 2: Rule Book Revisions

Suggested revisions to the Rule Book must be submitted in writing or by electronic mail to the Rules Committee within 15 days after the last show of the season.

Section 3: Rule Book Changes/Interpretations

Changes or interpretations of the rules may be made during the year by a two-thirds (2/3) favoring vote of the quorum present at any Board of Directors meeting. Rule changes will be published and available to the general membership prior to the open membership meeting and/or first horse show.

ARTICLE IX – AMENDMENTS TO THE CONSTITUTION

Section 1: Amending the Constitution

The constitution may be amended by the affirmative vote of two-thirds (2/3) of the Board of Directors.

Section 2: Procedures for Amending the Constitution

No amendment to the Constitution shall be made unless the said proposed amendment shall have been presented in writing at a Board meeting by the Director proposing the amendment. It shall not be voted upon until the next Board meeting after its proposal. Due notice of said meeting and of the proposed amendment must be given to all Directors.

ARTICLE X – PROXY VOTES

Proxy votes will not be accepted.

ARTICLE XI – RULINGS

If MSA, MHSA, or USEF rules do not *clearly* cover a specific instance, the Judge and/or Steward, in conjunction with unaffected Board members present at the show, will resolve the situation (Article VI, Section 5, Part B).

ARTICLE XII – DISSOLUTION

The Board of Directors is empowered, in the event of any reason(s) MSA ceases to function as such or reaches a point of dissolution, to disperse such monies, records and physical property of MSA to other similar non-profit groups.

ARTICLE XIII – AMENDMENTS TO CONSTITUTION FOR UPCOMING YEAR

The following amendments to the Constitution were approved by the MSA Board to become effective with this publication. Some Article, Section, Paragraph and Subparagraph references are keyed to the 2012 Constitution, and may not correlate directly to the current version.

Article III – Membership, Section 2: The Membership Year

Change to:

The membership year shall run from December 1 to November 30.

From:

The membership year shall run from January 1 to December 31.

Article III – Membership, Section 2: The Membership Year

Delete:

All annual membership fees must be paid by the Monday following the final MSA series show in order to become a member for the year. No membership fees will be accepted after that date.

Article III – Membership, Section 3: Membership Privileges

Change to read:

Members are eligible to hold a seat on the Board of Directors once voted in at the annual open membership meeting or appointed by the Board of Directors. Board members will be asked to abstain from voting in instances where a conflict of interest is verified.

From:

Members are eligible to hold a seat on the Board of Directors once voted in at the annual open membership meeting. However, no paid employee of MSA can hold a seat on the Board of Directors due to conflict of interest.

Article IV – The Board of Directors, Section 1: Eligibility for the Board of Directors, Part B

Change to read:

An Honorary Director shall serve for life, without payment of dues, and shall not be required to attend meetings.

Delete:

“with full voting privileges”, An Honorary Director shall not be counted in determining a quorum.

Article IV – The Board of Directors, Section 1: Eligibility for the Board of Directors, Part E

Revise to read:

“... **MUST** maintain a Senior or family membership with voting privileges”

From:

All Board members and/or those wishing to hold a seat on the Board must maintain a family membership

Article IV – The Board of Directors, Section 4: Duties, Part A

Revert to previous language

To hold elections for the officers of MSA, or fill by appointment any office or board of directors' position that becomes vacant.

From:

To fill by appointment any office or Board of Directors position that becomes vacant although this is not mandatory

Article V – Meetings, Section 1: Open Meetings, Part A

Add:

... for elections and rule changes. The date of the open membership meeting shall be sent out to all members and posted in newsletter or website at least 30 days prior to the meeting

From:

for elections. The date of this meeting shall be posted on the MSA website 30 days prior to meeting.

Article V – Meetings, Section 2: Board Meetings, Part E

Revert to previous language:

General membership is welcome to address the Board, however, they do not have a vote on issues presented to the Board, except at the yearly Open Membership meeting. Members wishing to present issues to the Board must contact the President, Vice President, or Corresponding Secretary to have their issue added to the agenda for presentation to the Board

From:

General membership is welcome to address the Board and present ideas and/or issues by contacting the Corresponding Secretary 30 days prior to the next Board meeting to have their presentation added to the agenda. At the conclusion of that presentation, the member shall leave the Board meeting so that the Board

can continue on with the meeting as well as discussing the presentation and ruling on it if necessary. General membership does not have a vote on issues presented at a Board meeting.

Article VI – Officers, Section 2: Elections, Part B

Change to read:

Members with desire to be added to the ballot for an MSA Board of Directors position must declare intent to the President, Corresponding Secretary, or Nominations committee at least 30 days prior to the election so the ballot can be published. Nominations for executive officers once published will not be accepted from the floor. Nominations for the at-large board of directors may be made from the floor.

From:

Members with desire to be added to the ballot for an MSA Board of Directors position must declare intent by letter to both the President and Corresponding Secretary 30 days prior to the election. No additions to the ballot will be accepted after that deadline.

Article VI – Officers, Section 3: Officers Duties, Part C.2

Change to read:

... which must be published monthly during the show season.

From:

... which must be posted on the website monthly during the show season.

Article VI – Officers, Section 3: Officers Duties, Part C.3

Add:

Prior to publication, points shall be...

From:

Points shall be audited or verified by a second Board member.

Article VI – Officers, Section 3: Officers Duties, Part D.4

Change to read:

To send notices of the open membership meetings to all members 30 days prior to the meeting.

From:

To post the date of the annual open membership meeting on MSA website 60 days prior to election.

Article VI – Officers, Section 5: Board Members Show Responsibilities, Part B

Change to read:

If MSA, MHSA, or USEF rules do not cover a specific instance, the Judge and/or Steward, in conjunction with unaffected Board members present at the show, will resolve the situation.

From:

Board members shall be called to the show office in the event of protests, changes in class schedule, weather cancellations, and/or any other same day decisions that may need to be made to determine, by vote, the course of action to be taken. In the event that a Board member may be unable to attend due to coaching, riding, etc., the decision shall be made by those present.

Article VII – Committees, Nominating, Part D.1

Delete:

... from intent letters..

Article VIII – The Rulebook, Section 3: Rule Book Changes/Interpretations

Add:

Rule changes will be published and available to the general membership prior to the open membership meeting and/or first horse show.

Article XI - Rulings

Change to read:

If MSA, MHSA, or USEF rules do not cover a specific instance, the Judge and/or Steward, in conjunction with unaffected Board members present at the show, will resolve the situation.

From:

If MSA, MHSA, or USEF rules do not clearly cover a specific instance, please refer to Article VI, Section 5~B