

**WESTERN NEVADA  
HORSEMEN'S ASSOCIATION  
(WNHA)**



Western Nevada Horsemen's Association (WNHA)  
PO Box 7284  
Reno, Nevada 89510  
[www.wnha.info](http://www.wnha.info)

**2010 BY-LAWS**

# WESTERN NEVADA HORSEMEN'S ASSOCIATION

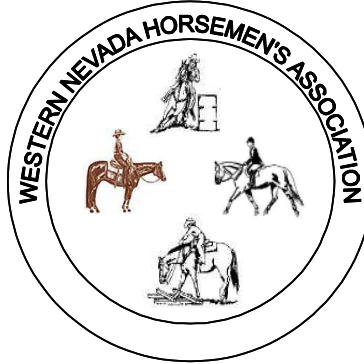
## ARTICLE I; NAME, PURPOSE, RESIDENT AGENT, LOGO

**Section I: NAME:** The name of this corporation shall be Western Nevada Horsemen's Association and in this By-Law, the Western Nevada Horsemen's Association will from now on be known as WNHA, or the Club. It shall be a non-profit organization in accordance with the laws of the State of Nevada. The Internal Revenue Service non-profit tax ID Number is 88-0330997.

**Section II: PURPOSE:** To educate by sponsoring educational clinics; to promote safety; good horsemanship and sportsmanship among the public; to organize equine competitive events; to promote the best interests of and understanding in human/equine relationships through caring for, training, riding, and driving both competitively and for pleasure.

**Section III: RESIDENT AGENT:** The address of the Resident Agent as listed with the State of Nevada for incorporation purposes is Cheri Langus, 11945 Chesapeake Dr., Reno, NV 89506.

**Section IV: LOGO:** The logo of the Western Nevada Horsemen's Association shall be:



## ARTICLE II; MEMBERSHIP

**Section I:** Members shall be any persons interested in horses and horsemanship that pays the membership fee prescribed by the Board of Directors, (are admitted to membership by the Board), and have the right to vote upon matters submitted to the membership.

**Section II:** Membership in the WNHA shall be open to all individuals who are interested in horses and horsemanship.

**Section III:** The Board shall prescribe a separate fee schedule for dues. Membership dues are non-refundable. Membership shall be of these categories (single and family) and two types of membership (competitor only or volunteer/competitor) Volunteer/Competitor Membership (4 hours minimum; Competitor Only Membership (No volunteer); and 4-H Membership.

- A. Single membership is one adult.
  - a. Individuals 18 years and older as of January 1<sup>st</sup> of the current year are considered adults.
  - b. A Membership fee of \$35.00, annually.
- B. Family membership is a combination of a parent(s)/guardian(s) and youth(s) (17 years old and under as of January 1<sup>st</sup> of the current year).
  - a. A Membership fee of \$45.00, annually.
  - b. Family Memberships include immediate family members that reside in the same household.
  - c. Youths must join as part of a family membership.
- C. Married couples are considered a family membership.
- D. Non Membership Day Fee
  - a. Non membership day fee of \$15.00 per event.
  - b. Paid at each event as its own entity.
- E. Volunteer of 4 hours or 8 hours or there is a \$250.00 fee added to your membership. Tracking and accountability will be upheld.
- F. 4-H Club Membership is any Nevada 4-H Horse Club. 4-H Club may become a member of WNHA for one membership fee of \$50.00, annually.
  - a. Each 4-H Club (18 and under) has one voting right.

- b. Every 4-H member registered by March 1<sup>st</sup> of the current year and on the active roster in each 4-H Club will have their membership covered. Each 4-H member is eligible to compete for year end awards.
- c. Each 4-H member will pay the WNHA member rate for competition per class.
- d. Every member covered by the 4-H Club membership is subject to all rules and fees of a regular WNHA membership, with exception of the membership fee, including 4 volunteer hours or payment of a \$250.00 fee.

**Section IV:** The membership year shall begin on January 1<sup>st</sup> of the current year and end on December 31<sup>st</sup>, of the same year.

**Section V:** A member in good standing will be any one who has paid their current year dues by April 1<sup>st</sup> of the current calendar year, no prior outstanding debts.

**Section VI:** A single membership is entitled to one vote. A family membership is entitled to two votes, provided two members are present. An absent member may give a signed proxy for someone to vote on issues or one particular issue in their absence, provided that the proxy is turned into the WNHA secretary before the meeting begins. Only members in good standing shall be entitled to vote or have proxies. Each 4-H Club membership may also vote by proxy in this same manner.

**Section VII:** Any member may be expelled from the WNHA and their membership revoked for due cause. The general membership will be mailed a ballot with the intent clearly stated. A two-thirds majority of the ballots received back will be required for expulsion. Due cause may include failure to uphold the rules and by-law's of the WNHA, or for acts or deeds, moral, ethical or physical, which may jeopardize the WNHA or its' members.

- a. But not limited to, derogatory, defamation, and slanderous emails and/or letters of the WNHA as a whole.

Any member facing expulsion from the WNHA will have the opportunity to appeal this decision before the Board at a scheduled WNHA meeting that is open to all interested members. The member will be given the opportunity to present a defense or explanation for their actions. The member has 30 days in which to notify the Board in writing of their intent to appeal. If no letter of appeal is received in 30 calendar days, there will be no appeals process allowed. Members whose membership is expelled will not be allowed into the club for a period of 5 years.

**Section VIII:** All members who have paid their membership dues by April 1<sup>st</sup> of the current year are eligible to compete for points and year-end awards. Membership dues and all entry fees must be paid in full on the day of the event before any points are accumulated. Extenuating circumstances may be presented for consideration by the Board.

**Section IX:** Protocol for addressing behavioral incidents; if a minor (under age 18) is involved in a behavioral incident; the respective adult(s) (parent, guardian, or caretaker) should be notified of the situation the same day. A discussion between the parties involved shall not occur until a WNHA Board member is able to be present. If the incident occurs between two adults, and it is disruptive to the event, a discussion between the parties involved shall not occur until a WNHA Board member is able to be present. All behavioral incidents must be discussed and resolved, or determine a course towards resolution as they occurred. If an incident is brought to the attention of a Board member after such occurrence, that Board member will bring it to the attention of the Board at the next WNHA Board meeting and the Board will determine a course of action by a super majority vote of the Board (7 members).

- a. Action may include a formal reprimand. If there are repeat occurrences, the member will be asked to relinquish their membership with WNHA without refund of fees paid to the club.

**Section X:** No alcoholic beverages will be permitted during WNHA shows and gymkhanas. No person shall be allowed to exhibit while intoxicated or under the influence of alcohol or illegal drug. Additional violations that will not be tolerated include, but are not limited to the following:

- a. Acting or inciting or permitting any others to act in a manner contrary to the rules of the WNHA or in any manner deemed improper, unethical, dishonest, unsportsmanlike or intemperate or prejudicial to the best interest of the WNHA.

## **ARTICLE III; MEMBERSHIP MEETINGS**

**Section I:** General membership meetings shall be on a day and at a location determined by the Board with sufficient notice to members. All members in good standing shall be privileged to attend meetings, present documents and resolution, present and debate any questions which may come before the general membership and exercise their voting privileges. Special meetings of the WNHA general membership may be called by the President, Vice President(s), or by a majority of the Board.

**Section II:** At any meeting of the WNHA, a simple majority of the Board members must be present to be privileged to participate in the transaction of WNHA business and any business transacted at the meeting shall be valid provided the same is affirmatively determined upon a majority of those present.

## **ARTICLE IV; BOARD OF DIRECTORS**

**Section I:** The Board shall be comprised of the President, Vice President, Treasurer/Secretary, and Directors and a current Immediate Past President, (if one is available). The Immediate Past President shall serve in an advisory capacity to the Board. The Immediate Past President shall have a vote only when, 1) there is a tie vote due to an even balance of the Board present, or 2) the Board present is in an uneven balance.

- a. If the Board is in an even position, the Immediate Past President will have a vote if the current voting is a tie.
- b. If the current Board present is in an uneven balance, then the Immediate Past President shall fill a position and have a vote, and the current President will then become the deciding vote.

The Board shall constitute the governing body of the WNHA and must consist of members in good standing. The Board shall be elected for a two year term, which commences January 1<sup>st</sup> and expires December 31<sup>st</sup>, every two years. The Board of Directors will hereby be called the Board in this rule book.

**Section II:** The Board shall be nominated at the October general membership meeting or on a date to be set at the discretion of the Board EVERY 2 Years. Ballots shall be provided to members in good standing and the deadline for the return of the ballots shall be 30 days. Any vacancies that develop during the year(s) shall be filled by the next person in that position on the ballot and receiving the next highest vote counts in the last election. If there is no one available on the past ballot, nominations shall be opened and a vote of the general membership held to fill the vacant position. The President is responsible for all election processes.

**Section III:** A quorum is required in order to conduct business. A quorum shall be a majority of the members of the current elected Board. Reasonable attempts must be made to notify all the Board Member of a Board Meeting.

**Section IV:** The Powers of the Club are vested in the Board of Directors.

**Section V:** Any officer or Board member may be expelled from office by a super majority (5 Board members) secret ballot of active Board members in good standing on grounds of incompetence, neglect of duty, nonpayment of membership fee or acts or deeds unbecoming an officer. Any Board member who misses two consecutive meetings without a valid reason shall be brought before the Board to discuss continued service as a member of the Board.

**Section VI:** The Board of Directors of the WNHA shall serve as such without any compensation.

**Section VII:** Up to two (2) family members may serve on the Board concurrently, if one is the Immediate Past President; the other may only be able to serve as a Director.

**Section IX:** The Board shall meet for regular meetings on a day, time and at a location agreed to by the Board. Special meetings of the Board shall be scheduled at the request of the President or Vice President(s).

## **ARTICLE V; DUTIES OF THE OFFICERS**

**Section I:** The President shall preside over all meetings of the WNHA; shall conduct all business in accordance with Robert's Rules of Order; shall be an ex-officio member of any and all committees that may be formed by the WNHA; shall conduct routine business of the WNHA between meetings; and shall have the authority to convene a special meeting of the Board as needed.

**Section II:** The Vice President(s) shall jointly perform all duties of the President in her/his absence, and unless otherwise arranged, shall be the Committee Chairman for all committees formed for all educational and entertainment activities for general membership; shall be in charge of publicity to newspapers and other publications.

**Section III:** The Secretary shall keep an accurate, complete and permanent account of all proceedings of the WNHA. She/he shall keep a current roster of all members and shall take care of all of the WNHA correspondence. Unless otherwise arranged, the Secretary shall assist the President in compiling and mailing an information newsletter and other notices as needed.

**Section IV:** The Treasurer shall collect all monies due to this Club; pay all bills of the WNHA; carefully account for all receipts and disbursements of the WNHA; shall make reports to the members at each Board meeting and general meeting, or at a reasonable time when called upon by the President or a majority of the Board; shall see that all checks are signed by two of the current Board members designated on the checking account signature card.

- a. Treasurer will maintain copies of all cash disbursement logs (or the like), receipts (both hand written and computer generated), sponsorship paperwork, advertisement forms and tracking, all computer financial files including summaries and/or treasurer reports for the current year.

**Section V:** Before any person, member, Board member purchases items for WNHA; they must obtain permission from the Board. Purchase orders or authorizations can be obtained upon approval. One copy will be provided to the person purchasing, one copy for the Treasurer's records.

**Section VI:** The fiscal year of the Corporation shall be the calendar year or such other periods as may be fixed by the Board of Directors.

**Section VII:** The Board shall call for an audit of the financial books of the WNHA and appoint the person(s) to perform the audit at the January Board Meeting. The audit shall take place during the change of officers and be presented to the Board in February. The Board is responsible for the activities assigned to each of them (upon agreement).

## **ARTICLE VI; BY-LAWS**

**Section I:** Board books will be assembled to include a current copy of the SOS non-profit incorporation paper, chapter 82 guidelines and any other NRS guidelines as required of a non-profit, all pertinent contact information (newspapers, feed stores, appropriate publications, community contacts), parliamentary procedures, Robert Rules, copy of all agendas and minutes for prior three calendar years and a copy of all treasurer's reports and supporting data.

**Section II:** All computer files are to be stored with at least 2 current members of the Board; including but not limited to jackpot tracking, point tracking, current class lists for gymkhana and show, registration forms, club mailing list and membership list, membership forms, newspaper ads, advertisement applications, sponsorship forms, financial records, WNHA rulebook, Gymkhana rulebook and guidelines.

**Section III:** A current membership list to be distributed to all Board members at the January Board Meeting and maintained by the Secretary per Article V, Section III.

**Section IV:** The secretary shall have an updated computer membership/ mailing list, sponsor list, advertiser list and all current documents determined necessary by Board members at Board meetings.

**Section V:** A budget must be submitted and approved prior to January 30<sup>th</sup> for the same calendar year.

**Section VI:** These By-Laws may be adopted, altered, amended or rescinded at any general or special meeting of the members by a vote of the majority of those members present provided that in the call and notice for such meeting, notice is given of such intentions.

**KNOW ALL MEN BY THESE PRESENT:** That we, the Officers and Directors of the WNHA, a non-profit corporation, do hereby certify that the above and foregoing By-Laws of said WNHA and the same do now constitute the By-Laws of the WNHA as of March 7<sup>th</sup>, 2010.