

LONG ISLAND
PROFESSIONAL HORSEMEN'S ASSOCIATION INC.
BY-LAWS

MARCH 2015

ARTICLE I - NAME

The name of this organization shall be the:
Long Island Professional Horsemen's Association Incorporated

ARTICLE II - PURPOSE

- 1.) To provide assistance to Professional members in time of need within the limits established by this Chapter's membership.
- 2.) To provide a death benefit to Professional members according to the amount and criteria established by this Chapter.
- 3.) To establish and administer a scholarship program for Professional, Associate and Junior members.
- 4.) To sponsor clinics, forums or seminars as educational activities to aid in the protection, care, training and use of horses and ponies.
- 5.) To promote and foster interest in the horse industry and promote the care and protection of horses through education at local and state levels.
- 6.) To represent professional horsemen, owners and exhibitors by encouraging high standards for horse shows.
- 7.) To offer consultation and encouragement to show managers for the improvement of shows.
- 8.) To encourage good sportsmanship among Chapter members.

ARTICLE III - MEMBERSHIP

Section 1) There shall be five classes of membership:

- (a.) Life member: Anyone supporting the Association's scholarship fund with the donation of seven hundred fifty dollars (\$750) or whatever Life Membership amount may be set by the National Association in the future.
- (b.) Professional Member: Any person who derives an income from an equine related business or profession and who is acceptable to the Membership committee.
- (c.) Lifetime Professional Member: Professional members who are over sixty five (65) years of age and have been Professional members in good standing for twenty (20) years. They are exempt from paying dues, but have voting privilege.

- (d.) Associate Member: Those persons 18 years of age or older who do not qualify as a Professional member, but have an interest in horses and/or horse showing and a desire to support the purpose of the Association. These members in good standing membership year. They are entitled to vote on matters that are brought up at the Junior PHA meetings.

Section 2.) Applications

(a.) Applications for membership shall be made in writing on printed forms signed by the applicant and submitted to the Membership Committee. The applicant shall show that he or she has the necessary qualifications for the applied membership and will accompany the application with the full amount of annual dues. Dues will be refunded, if the application is not accepted.

(b.) New Professional applicants shall be officially recorded as members after the review of their application by the Membership committee, which must take place at the next regular meeting following the Association's receipt of the application. Subject to approval by the Chapter's members of the committee recommendation, the Professional member's registration date will then be recorded as the date shown on their application:

this will be the reference date for consideration of their eligibility for member benefits.

(Membership,, continued)

(c.) Any previous Professional member whose membership has been allowed to lapse as a result of non-payment of dues or failure to renew for a period of one (1) year or more must pay all back dues or make application as a new member, if he wishes to rejoin the Association.

(d.) The Professional member paying back dues shall regain all membership benefits after a period of not less than six (6) months.

Section 3.) Rejection or Revocation of Membership

(a.) The Chapter members, by a two-thirds vote of those present at a regularly scheduled meeting, may reject the application for membership of any applicant, if deemed it is in the best interest of the association.

(b.) The Chapter members may, by a two-thirds vote of those present at a regularly called meeting, revoke or suspend membership of any member who has, in their opinion, been guilty of conduct detrimental or prejudicial to the best interest of the Association.

Section 4.) Membership dues shall be established by the membership and are subject to change.

Section 5.) The Fiscal Year shall be from January 1st to December 31st.

ARTICLE IV - CHAPTER OFFICERS

Section 1.) The Board of Directors shall include the following officers:

President, Vice-President, Treasurer, Recording Secretary who are elected by the membership, and the Financial Officer who is to be appointed by the elected officers and will become a member of the Executive Committee in order to qualify for insurance indemnification. It is preferable, but not required, that these Officers be Professional Members in good standing.

A Corresponding Secretary may be appointed, but is not to be considered

an Officer of the Chapter.

Section 2.) The President shall call and preside at all meetings of the Chapter, shall appoint Chairman of all standing and special committees. The President shall be an ex-officio member of all committees, except the Nominating committee. The President may delegate any of his/her duties to and require assistance from any elected officers.

(Chapter Officers, continued)

Section 3.) The Vice-President shall perform all the duties delegated to him/her by the President and will assume the duties and obligations of the President when the President is not present at meetings. The Vice-President will be an ex-officio member of the Board and all committees, except Nominating.

Section 4.) The Treasurer shall collect all dues and record the date on which each member's dues were paid in order to provide this information to the Nominating Committee. The Treasurer shall deposit all the Chapter's funds into the Chapter's checking account or insured, interest-bearing savings instrument, keep all financial accounts of the Association and present a financial accounting at each meeting.

The Treasurer shall pay all bills of the Chapter, provided they have been certified in writing as correct by the person contracting the expenditure.

Section 5.) The Recording Secretary shall keep a record of all proceedings of the Association and distribute the minutes at each meeting and shall be the keeper of all Association documents and records, including the Chapter's Membership rolls and the PHA Medal competition; shall report to the National Secretary all election results not later than ten days after the election; shall also report all Board of Director appointments within ten days and submit a list before March 1st of each year.

Section 6.) The Finance Officer shall research and procure investments which can provide income and growth with the minimum risk of loss of investment principle. Intended investment purchases must be made known to the Executive committee.

Full disclosure of all investments must be given to the Treasurer and reported to members at each meeting.

Section 7.) The Corresponding Secretary shall handle all correspondence of the Association and shall send out all official notices of meetings with an agenda noting the major business for each meeting.

(Officers, continued)

Section 8.) All elected officers shall serve a term of office for two years.

A President shall not serve more than three consecutive two year terms, but may serve again after two years out of office or having held another office. All other officers may succeed themselves.

Section 9.) Elected officers shall begin their terms effective January 1st and shall at that time appoint a financial officer whose term shall commence immediately and shall also be two years.

Section 10.) Should a vacancy occur in any Officer position, the Board of Directors, by a majority vote, is empowered to fill the vacancy by appointment. Such appointee shall serve until the next scheduled election.

Section 11.) An insurance policy shall be purchased for the purpose of providing the Chapter's officers with indemnification against any financial loss caused by an Officer's action.

ARTICLE V - VOTING

Section 1.) Nominations for Chapter officer positions will take place during the October meeting. All members will be notified of the nominated slates by October 15th.

Section 2.) The elections will take place during the November meeting, which will provide ample transition time for the new officers to begin their administration starting January 1st.

Section 3.) (a.) Nominations may be made by any member whose dues are up to date as verified by the Membership Committee records.

(b.) No person shall be nominated or elected until they have been a paid member for the two consecutive years prior to the election year according to the Membership Committee records.

(c.) Nominations may be made from the floor during the November meeting
(voting, continued)

Section 4.) Voting for the Chapter's Officers shall be restricted to Life, Life Professional, Professional and Associate members whose dues payments have been recorded by the Membership Committee as having been received six (6) months prior to the election date.

A member's date of enrollment will be the date upon which his membership application check or Credit Card payment is received by the Membership Committee.

Section 5.) Voting will be in-person and by mailed votes received by the Nomination-Election committee prior to the counting of ballots. Proxy votes will not be allowed.

Section 6.) The Membership Committee shall provide the Election committee with a list of qualified voters and the individually assigned registration number of each voter. Only the ballots mailed by the Secretary, accompanied by a numbered envelope registered to the qualified member, will be counted as valid. No ballot copied from a web site will be counted.

Section 7.) All mailed ballots shall be returned unsigned in the pre-registered, numbered envelope. The envelope will remain sealed until checked for validity by the Committee. After being opened, the envelopes will be separated from the ballots in order to provide anonymity for the voter.

Section 8.) The candidate receiving the greater number of votes will be the winner. Each candidate may personally, or by a representative appointed by the candidate, watch the vote count and check the report of the ballot tellers.

Section 9.) The Election Committee shall report to the Secretary the number of qualified votes cast and the results of the final count. These will be recorded into the minutes of the meeting.

ARTICLE VI - CHAPTER BOARD MEMBERS

Section 1.) Each Chapter is entitled to have one representative to the National Board of Directors for each twelve (12), or fraction thereof, Professional members in good standing. The number of Board members will be based on the Treasurer's report of Professional members in good standing as March 1st of each year.

Section 2.) These Directors will be appointed annually by the Chapter and a listing thereof rendered to the National Secretary. The President, Vice-President, Treasurer and Recording Secretary are ex-officio members of the Chapter's Board.

Section 3.) Each Chapter must be represented by a Director at a National meeting at least once each year.

Section 4.) Each Chapter is entitled to send one Director to all National Director's meetings with traveling expenses paid by the National.

ARTICLE VII - MEETINGS

Section 1.) Regular meetings of the Chapter's membership shall be held at least six times a year. The time, date and place of the meetings shall be set by a two-thirds vote of members present at the preceding meeting.

Section 2.) Special meetings of the membership may be called either by the President or the Board of Directors or by written request of seven Professional members. The time and place of such meeting shall be within fifteen days of the filing of the petition with the President.

Section 3.) Notice of regular or special meetings shall be by E-mail to all members not less than seven (7) days before the meeting.

Section 4.) A Quorum consisting of at least eight (8) Professional or Associate voting members must be present in person at a scheduled meeting for the transaction of business.

Section 5.) The order of business at regular meetings shall be as follows:

1. Minutes of previous meeting
2. Treasurer's report
3. Finance Officer's report
4. Reports of committees
5. Old business
6. New business
7. Adjournment

ARTICLE VIII - STANDING COMMITTEES

The LIPHA shall have the following standing committees:

Section 1.) Membership Committee

The Membership Committee shall develop and implement a program to encourage membership in the Association. They will review all applications for Professional membership and render a report of their findings to the membership at a regular meeting. This committee will record and preserve all membership enrollment dates.

Section 2.) By-Laws Committee

This committee shall review the National Association's constitution and by-laws and recommend any changes pertinent to the Chapter's by-laws. It will receive and study suggestions from Chapter members and bring them to discussion at membership meetings.

(Section 3.) Aid to Members Committee

This committee shall investigate all reported situations and review the need to provide financial aid to needy Professional members and recommend action as provided in Article IX of these By-laws or such alternative action as the committee deems appropriate to the situation.

Section 4.) Horse Show Committee \

(a.) Shall include the Manager and others who will select the location, classes, the time schedule, prepare the prize list, contract with the judges, solicit sponsor funding and help with all the logistics and arrangements necessary for the show.

(b.) The purpose of the horse show is to provide funding for the LIPHA's death benefits, aid to members, scholarships and educational activities. There is to be no funding to any other organization or individual: the sole beneficiaries shall be the PHA and the LIPHA

Section 5.) Dinner Dance Committee

(a.) Shall recommend a location for the event, negotiate the cost, handle all pertinent arrangements and send the invitations, with a liaison to the Long Island High Score Awards Association. The committee shall present all contracts to the President for approval and official signature.

(b.) Any proceeds from the dinner dance will be designated for the LIPHA's death benefits, aid to members, scholarships and educational activities. There is to be no funding to any other organization or individual: the beneficiary shall be the LIPHA.

Section 6.) Nominating-Election Committee

Shall canvass all current and potential office holders, secure their willingness to serve, determine their eligibility, prepare a ballot for the elections, receive all votes and check their validity and count the ballots. \

Section 7.) Trophy Committee

Shall receive recommendations and research each nominee's background and, if deemed worthy, select an award winner. Award criteria should include, but not be limited to achievement, contribution, service or sportsmanship. The committee shall arrange for a purchase of the permanent and or replica trophy and the inscription of the recipient's name.

(Standing Committees, continued)

Section 8.) Scholarship Committee

Shall administer the Scholarship awards by soliciting, receiving and screening applications, certifying eligibility and making finalist recommendations to the membership.

Section 9.) Junior Committee

This committee shall have the responsibility of encouraging Junior membership and to advise, assist and coordinate Junior PHA programs and awards.

ARTICLE IX - AID TO MEMBERS

Section 1.) The Aid-to-Members committee shall investigate applications and requests for financial aid to Professional members in good standing who are sick, injured or who have suffered a severe hardship requiring monetary assistance. The Professional member must have been a member for at least one membership year (12 months) before they shall be eligible for any benefit from the Association. \

Section 2.) Upon acceptance of the committee's findings, and with membership approval, the amount of aid shall be \$200.00 per each week, if needed, for a period of six months, beginning after the first week in which the member is unable to perform their professional duties. The aid payments will be made at the end of each month.

At each meeting the Aid Committee shall report to the membership the condition of the aid recipient.

Section 3.) After the sixth month the committee shall present a review regarding an extension of benefits for an additional six months, if needed by the disabled member.

Section 4.) Any granting of aid beyond twelve consecutive months shall be awarded upon majority vote at a membership meeting provided adequate funds are available.

Section 5.) In the event of an extraordinary accident, illness or circumstance the membership may vote an extraordinary monetary award.

Section 6.) The Chapter will pay a member's dues, if there is a financial hardship.

Section 7.) The benefits given by this Chapter may be matched by the National P.H.A.

ARTICLE X - DEATH BENEFITS

Section 1.) The Chapter offers a death benefit to each Professional member meeting the membership duration requirements as outlined Sections 3 and 4 below. This benefit is payable to their most recently designated beneficiary as indicated by the Member to the LIPHA Membership Committee.

Section 2.) It is the responsibility of each Professional Member to ensure that the Committee has been provided with current information as to the identity and contact information of their designated beneficiary.

Section 3.) In the event of the death of a Professional Member in good standing of sixty (60) or more consecutive months prior to death, the death benefit payable shall be five (5) thousand dollars (\$5,000).

Section 4.) In the event of the death of a Professional Member of at least twenty four (24) consecutive months of membership, the death benefit shall be three thousand dollars (\$3,000).

Section 5.) In the event of a death, the beneficiary must submit two original copies of the member's death certificate to the LIPHA Chapter. The local chapter shall submit a death certificate and named beneficiary to the Secretary of the National PHA in order to receive a benefit payment from the National PHA.

ARTICLE XI - SCHOLARSHIPS

Section 1.) One of the primary goals of the Professional Horsemen's Association is education. To achieve this goal the Chapter may offer scholarships to Professional, Associate and Junior members for verified, in person, full time attendance for undergraduate study at an accredited two or four year institution or trade school. Application for scholarship funds can be made each year of the candidate's undergraduate study. It is possible for a candidate to be awarded a scholarship during more than one academic year. These scholarship funds can NOT be used to purchase riding equipment, pay for training lessons, entry fees for shows or other show expenses.

Section 2.) The total amount of funds available for scholarships will be determined each year by the Treasurer and the Finance committee and approved by membership vote. The number of the scholarships and the amount of each scholarship shall be decided by the Scholarship committee and presented to the Chapter's Board of Directors.

Section 3.) To qualify for a scholarship a candidate must:

- (a.) Have been a member in good standing for at least two consecutive calendar years, If the second year of membership is the year in which the application is made, the membership dues for that year must be received by the Treasurer before February 1st of that year
- (b.) Submit an application and all required paperwork no later than by May 31st of each year.
- (c.) Write an essay, approximately 500 words, explaining why he or she should be awarded a scholarship and how it will further his/her career.
- (d.) Applicants must demonstrate proof of involvement with the Long Island Chapter of the PHA or another PHA Chapter. For example:
 - Write an article for publication
 - Hold a fund raiser
 - Volunteer time in the name of the LIPHA
 - All creative ideas are welcome
- (e.) Provide two letters of recommendation supporting the candidate's level of motivation and the probability for success in his/her chosen profession. One letter must be from an academic teacher
- (f.) Provide transcript of the past semester to the Scholarship Committee by May 31st.
- (g.) Be interviewed in person by the Scholarship committee, if requested.
- (h.) Provide verification of full time enrollment from your admissions office to an accredited two or four year institution or trade school by September 10th.

Section 4.) Any changes of applicant criteria or candidate qualification will be published

on the Long Island Professional Horsemen's web site.

ARTICLE XII - CHAPTER FUNDS

Section 1.) The Treasurer shall deposit the Chapter's funds in the name of the "Long Island Professional Horsemen's Association, Incorporated" in a bank approved by the Chapter's members.

Section 2.) The Chapter's investment philosophy shall be a conservative one seeking growth or income without any loss of principle.

Section 3.) Withdrawals from the checking account, in any amount, must have two signatures from either the Treasurer, President or Vice President.

Section 4.) Any withdrawal from the Money Market or redemption of a Certificate of Deposit or any other investment instrument must have the signatures of two of the above mentioned officers as they are recorded with the bank.

Section 5.) Accumulation of funds in the checking account shall normally be limited to twenty thousand dollars (\$20,000), except in the case of large, anticipated expenditures in excess of that amount. Funds in excess of that amount shall be placed into an insured, interest bearing account.

Section 6.) Transfer of funds to any new bank or any new banking instrument shall be made only with the notification to, and with the approval of, the Chapter members.

Section 7.) A year-end statement reviewing the Chapter's investments shall be prepared for a membership meeting in the first quarter of the new fiscal year.

Section 8.) A yearly audit of checking, savings accounts and other instruments shall be made by an authorized auditing firm or jointly by the Officers and two members-at-large of the Chapter.

Section 9.) The yearly tax returns shall be prepared by an appointed accounting firm.

ARTICLE XIII - NATIONAL MEETINGS

Section 1.) Chapter officers or Board members who travel over fifty miles to a National Association meeting shall be reimbursed for reasonable travel expenses.

Section 2.) The Chapter's Board of Directors shall designate one representative to attend the annual convention of the United States Equestrian Federation (USEF) and one representative to attend the annual convention of the United States Hunter Jumper Association (USHJA).

Section 3.) The Chapter shall pay for the registration fee, transportation cost and hotel room of each representative. In addition, a per diem in the amount of fifty dollars (\$50) shall be paid for each day of travel and meeting attendance. Reimbursement of expenses will be made only upon the presentation of receipts to the Treasurer.

(National Meetings, continued)

Section 4.) Should the Board of Directors determine that it is necessary to have a second representative at these conventions or have representation at extraordinary meetings of the USEF or USHJA they may, after consultation with the Treasurer and Finance Committee, approve such representation with the reimbursement of expenses as stated in Section 2.

Section 5.) Each representative shall prepare a written report of the decisions, comments and concerns of the committee meetings they attended. The report will be filed with the Secretary and made available for members to hear or read.

ARTICLE XIV - DISSOLUTION OF CHAPTER

The Constitution of the Professional Horsemen's Association of America, Inc. states
"A minimum of twelve Professional members are necessary to form a new Chapter".

Section 1.) In the event that this Chapter's number of Professional members in good standing and Life Professional members totals less than twelve (12), the Chapter will no longer qualify to be recognized by the National organization as a Branch Chapter. Dissolution of the Chapter will nullify the matching aid funds supplied by the National.

Section 2.) Should this Chapter have no members willing to serve as governing officers it could be dissolved by a majority membership vote, provided all members were notified one (1) month in advance of the reason for the meeting. It is the responsibility of members to provide and update their Email to the Membership Committee.

Section 3.) Should this Chapter cease to operate, all of its accumulated funds will be divided in the following manner:

The funds from all of its accounts and investments will be placed into the checking fund. After all outstanding bills have been paid, and within six (6) months, each of the qualified Professional and Life Professional members in good standing for the period of twenty four (24)

consecutive months, two (2) years prior to the time of dissolution, will each receive sixty (60) percent of the amount assigned to members who had sixty (60) months of consecutive membership: this is the equivalent of the death benefit payment of five thousand dollars (\$5,000) or three thousand dollars (\$3,000) as stated in Article X (Death Benefits) or the death benefit amounts which were applicable at the time of the dissolution or disbanding.

Section 4.) The dispersal of Chapter funds is to be considered a benefit of past membership and not as a guaranteed life policy.

Section 5.) If available funds exceed the death benefits stated in these by-laws or in meeting minutes, they will be totally distributed in the ratio indicated in Section 3.

ARTICLE XV - AMENDMENTS

These By-laws may be amended or repealed by a two-thirds (2/3) vote of the members present at any meeting, provided the notice of the meeting at which a change in the By-laws is to be acted upon shall contain a detailed statement of the proposed change.

-----ADDENDUM REGARDING DISSOLUTION -----

A formula to allocate funds between 60 month “five year” and 24 month “two year” qualified members:

- 1) Determine the number of 5 year and 2 year qualified Professionals
- 2) Recognize the death benefit differential between these members:
\$5,000 for 5 year and 60% of that (\$3,000) for 2 years

Divide the total available money by the number of sixty (60) month “5 year” Professionals
then add 60% of the total number of twenty four (24) month “2 year” Professionals:

The result is the benefit amount due each 60 month “5 year” Professional

Multiplying that amount by 60% gives the amount due each 24 month “2 year” Professional.

Example: \$315,000 available funds to be divided between
31 sixty (60) month and 18 twenty four month Professionals

\$315,000 divided by 41.8 (60% of 18 = 10.8 + 31=41.8) equals \$7,536
benefit for each 60 month “5 year” Professional.

Multiply \$7,536 by 60% equals \$4,522 for each 24 month "2 year" Professional

Proof of formula:

\$7,536 x 31 of the 60 month "5 year" members = \$233,616

\$4,521 x 18 of the 24 month "2 year" members = \$ 81,378

Total \$314,994