



## **General Rules and Regulations**

### **By-Laws**

Revised: 02/2023

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## **GENERAL RULES AND REGULATIONS**

GREAT LAKES BUCKSKIN ASSOCIATION (GLBA) is the only Michigan Charter Club affiliated with the INTERNATIONAL BUCKSKIN HORSE ASSOCIATION (IBHA).

1. The document, GLBA General Rules and Regulations and By-Laws, gives precedence to official IBHA rules, regulations, and requirements.
2. All debts incurred through GLBA participation are the responsibility of the person(s) incurring them.
3. All expenditures made on behalf of GLBA must be approved by the Board of Directors in advance.
4. Financial statements and receipts for each GLBA-sponsored event and committee must be handed in to the Treasurer within 14 days following the event.
5. If a check to GLBA returns twice or two checks from the same person and/or business are returned for non-sufficient funds, checks will no longer be accepted from the person and/or business.
6. Payment must accompany all ads for any club publication.

## **COMMITTEES**

1. All committees and chairpersons are to be approved by the Board. The President is an ex-officio member of all committees.
2. All committees shall have a chairperson, preferably a Board Member or Officer. If no board member or officer is identified, then a member in good standing may hold the position.
3. All committee members will be responsible for turning over all forms, information, and records of any kind pertaining to the committee upon leaving the committee or upon request of the Board of Directors.
4. The following will be standard committees:
  - a. Awards Committee
  - b. Banquet Committee
  - c. Show Committee
  - d. Queen / Youth Committee– Queen Contest Rules may be obtained from Rules Delegate
  - e. Election Committee – Refer to Article VII, Section 1
  - f. Public Relations Committee
5. Other committees may be formed by the Board as deemed necessary.

## **AWARDS COMMITTEE**

The Awards Committee will be responsible to:

1. Obtain standings from the Points Secretary/Show Office after each show.

2. Provide names of those receiving GLBA Year-End and other applicable awards to the Banquet Committee for the program book for the Banquet.
3. Obtain High Point and Year-End Awards in keeping with Board approved budget or spending guidelines.

### **BANQUET COMMITTEE**

The Banquet Committee will be responsible to:

1. Select a site for the Year-End Awards Banquet, which is to be approved by the Board. The committee will work closely with the selected facility to ensure all preparations are in order.
2. Arrange activities as directed by the Board.
3. Submit the cost of meals to the Board to set meal charges.
4. Banquet reservation money will be sent to The Banquet Chairperson and/or the Treasurer. The Treasurer will submit a financial statement detailing all expenses and revenue to the Board.
5. Present a reservation form to be sent to the general membership and special guests.

### **SHOW COMMITTEE/MANAGEMENT**

The Show Committee will be responsible for:

1. Ensuring the Secretary is provided the judges' cards to be kept on file for two (2) years.
2. Reporting results of IBHA approved classes, according to current IBHA guidelines, Result reports shall be mailed to IBHA with return receipt. Show result record shall be kept on file for two (2) years from the end of the calendar year.
3. Providing the points secretary with copies of show results within 14 days after show.
4. Manage shows-
  - a. Secure staff to fill positions required show to function properly.
  - b. Hire judges.
  - c. Hand receipts to the Treasurer immediately following the end of the show.
5. Propose class list modifications and applicable rule changes to the board for review and approval by November 1<sup>st</sup> of the year prior to the show.

### **QUEEN / YOUTH COMMITTEE**

The Queen Contest is to be run according to IBHA rules. The current rules may be obtained from the Rules Delegate.

### **ELECTION COMMITTEE**

Refer to Article VII, Section 1 of the By-Laws.

### **POINTS SECRETARY**

The Points Secretary shall:

1. Set up and maintain the GLBA point record and post points according to the system in effect for the current year.

The following graduated system will be used:

<b>Placing</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
<b>Points</b>	6	5	4	3	2	1	1/2	For 7 or more horses in the class
	6	5	4	3	2	1		For 6 horses in the class
	5	4	3	2	1			For 5 horses in the class
	4	3	2	1				For 4 horses in the class
	3	2	1					For 3 horses in the class
	2	1						For 2 horses in the class
	1							For 1 horse in the class
2 points per Grand Champion placing and 1 point per Reserve Champion placing								

2. Prepare the year-end standings for the Awards Banquet and the Awards Committee in a timely manner.
3. Obtain copy of GLBA's results in a timely manner.

## **HORSE SHOWS**

1. A horse and/or member is eligible for GLBA Year-End Awards if they are a current member in good standing and have paid the nomination fee, if applicable.
2. Horses must be registered with IBHA to be shown in an IBHA class.
3. Classes will be judged according to the current IBHA Rule Book.
4. All Youth classes will be conducted per the current IBHA Rule Book.
5. A three (3) minute gate rule will apply for entry in all classes at all shows. Exhibitors must enter the arena within three (3) minutes of the first entry into the arena.
6. To show in IBHA classes, the exhibitor must present the horse's current IBHA registration certificate and the owner's and exhibitor's current and applicable IBHA cards to the entry booth prior to the first class entered. Any applicable State of Michigan equine laws will apply and be complied with.

## **YOUTH ADVISOR**

A Youth Advisor may be selected to coordinate a Youth Team.

## **PROTESTS**

1. Only current IBHA members, in good standing, have the privilege to file a written complaint and/or protest regarding any alleged rule violation. See the current IBHA rulebook, GR-06 PROTESTS AND COMPLAINTS for procedures. Page 3

2. Any other non-IBHA related protests:
  - a. Must include a \$25 protest fee. If the GLBA Board rules with the protestor, the fee will be refunded.
  - b. Protests are to be written and made within two (2) days and submitted to a GLBA Board member (hand delivered or post marked). Action, if warranted, is to be taken by GLBA Board within thirty (30) days. The written protest must include the following information--horse's name, class, persons involved, accurate account of the situation, signed and dated by the protestor (youth require a parent or guardian signature).
  - c. If immediate action is called for, a closed GLBA Board Meeting will be called onsite to discuss and address the specific complaint or situation immediately.

## **LIABILITY & RELEASE OF LIABILITY**

GLBA and its Board of Directors, Officers, members, volunteers, and agents shall not be responsible for any personal injury, or for loss or damage to property, occurring at any GLBA activity. Each owner, exhibitor, handler, consignor, or spectator shall indemnify and hold harmless the Association, its officers, directors, committees, and employees from and against all claims, demands, causes of actions, and expenses of every kind, including attorney fees, arising out of or related to any manner to the acts or omissions of an owner, exhibitor, handler, or consignor, or spectator.

Presentation of signed entry or consignment forms shall be deemed acceptance of the condition of this rule. In the event any entry or form is not signed or presented, appearance on the grounds or at any activity as an exhibitor, handler, owner consignor, or spectator shall be deemed to be acceptance of the conditions of this rule (From IBHA Rule Book – GR02).

## **GREAT LAKES BUCKSKIN ASSOCIATION BY-LAWS**

### **ARTICLE I**

**Title, Purpose, Affiliation, Location, Fiscal Year.**

#### **SECTION 1: Title**

This Association shall be known as the GREAT LAKES BUCKSKIN ASSOCIATION (GLBA). It shall be always operated as a non-profit organization in accordance with the laws of the State of Michigan.

## **SECTION 2: Purpose**

The purpose of this Association shall be to further improve and encourage the breeding, exhibition, sale, training, and publicity of the Buckskin, Dun, Red Dun, and Grulla horse, both full size and miniature horses

## **SECTION 3: Affiliation**

The GREAT LAKES BUCKSKIN ASSOCIATION (GLBA) shall be affiliated with the INTERNATIONAL BUCKSKIN HORSE ASSOCIATION (IBHA) as a Charter Club.

## **SECTION 4: Location**

The place of business shall be any place in the State of Michigan that is agreed upon by the Officers, Directors, and participating members.

## **SECTION 5: Fiscal Year**

The affairs of the Association shall be conducted on a calendar year basis, starting January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

# **ARTICLE II**

## **Membership**

### **SECTION 1: Membership**

Membership is open to people owning, breeding, exhibiting horses and all other persons interested in the Association. Members of the Association shall be admitted, retained, and expelled in accordance with the General Rules and Regulations and By-Laws of the Association, which the Board of Directors and members may adopt. All members shall abide by the rules of the International Buckskin Horse Association and the Great Lakes Buckskin Association. Membership cards shall be issued by the Secretary.

Memberships are non-transferable and shall be terminated by death, resignation, expulsion, or failure to pay dues.

### **SECTION 2: Types of Memberships**

The following memberships are available:

- A. Individual: Open to any individual who has attained the age of 19 on or before January 1<sup>st</sup> of the current year.
- B. Household: Open to any husband and/or wife or two adults and related child(ren) under the age of 19 years before January 1<sup>st</sup> of the current year.



- C. Youth: Open to any individual who has not attained the age of 19 on or before January 1<sup>st</sup> of the current year.
- D. PeeWee: Open to any individual who has not attained the age of 10 on or before January 1<sup>st</sup> of the current year.
- E. Lifetime: Open to individuals and families for a one time dues payment (see dues section).

### **SECTION 3: Good Standing**

Whenever the term “member” or “membership” is used in these By-Laws, unless otherwise specified, shall mean **member or membership in good standing** – whose dues are received by the Secretary. A member in good standing is entitled to all rights and privileges of the Association. **Any person who is officially suspended by IBHA and/or GLBA for any cause will not hold status as a member in good standing.**

### **SECTION 4: Dues**

Membership in the Association will run from January 1<sup>st</sup>, or the date of the membership application if paid after January 1<sup>st</sup>, through December 31<sup>st</sup> of each calendar year. Dues received after November 1<sup>st</sup> will be applied to the following year. See current membership form for dues schedule.

### **SECTION 5: Discipline**

Any Officer, Board member, Delegate, or Alternate whose conduct, either by actions or inactions, does not conform to the standards and ideals of GLBA, and whose non-conforming conduct is a matter of written record, may be removed from the position held.

Any member as defined in Article II shall also be subject to the criteria provided herein for disciplinary procedures. Such conduct will be evaluated by criteria determined by the existing Board of Directors and its Officers. Any disciplinary action shall be decided by the existing Board of Directors and its members.

## **ARTICLE III**

### **Meetings**

#### **SECTION 1: Rules of Order**

All meetings shall be conducted in accordance with “Robert’s Rules of Order”.

#### **SECTION 2: Meetings**

Meetings are open to all current members and their guests. The Board may make exceptions for just cause. All members are encouraged to attend. Members may offer comments on the topic being discussed, when recognized by the President.

### **SECTION 3: Board Meetings**

The regular Board Meeting shall be held at least four (4) times during a calendar year. Notice of the meetings will be available online at the GLBA website ([www.glbahorse.org](http://www.glbahorse.org)), Facebook or by contacting Board members.

### **SECTION 4: Annual Meeting**

The Annual Meeting will be held in the fall, as determined by the Board. The primary purpose of this meeting is to count ballots and announce the newly elected Board of Directors and Officers to the general membership. Other business may be transacted for the welfare of the Association and its members. Written notice of the annual meeting shall be sent to current members. Notices will include the date, time, location, and purpose, and shall be mailed not less than twenty (20) days prior to the date of the annual meeting.

### **SECTION 5: Special Meetings**

Special membership meetings may be called by the President, a majority (51%) of the Board of Directors, or a notice signed by no less than thirty (30) percent of the members of the Association. Written notice of the meeting shall be sent to current members. Notices will include the date, time, location, and purpose, and shall be mailed not less than twenty (20) days prior to the date of the meeting.

### **SECTION 6: Closed Board Meetings**

The Board may hold closed meetings for the following type of occurrences:

- A. Show disputes / protests
- B. Disciplinary action
- C. Resolution of any situation which involves confidential or potentially damaging information.
- D. Protection of the welfare of the Association.

### **SECTION 7: Quorum**

A majority (51%) of the Directors and Officers shall be required for the transaction of all business. If a quorum does not exist, those present may conduct and adjourn the meeting; however, no business shall be transacted.

## **ARTICLE IV**

### **Board of Directors**

#### **SECTION 1: Number of Directors**

There shall be a maximum of nine (9) and a minimum of four (4) Directors. A Director shall be elected to one (1), two (2), or three (3) year terms. If possible, there shall be regional representation. The Rules Delegate is appointed by IBHA and is considered a seat on the Board.

#### **SECTION 2: Eligibility**

To be eligible for election as a director, an individual member must have attained the age of nineteen (19) by January 1<sup>st</sup> of the year an election is held. This member must be a member in good standing in both GLBA and IBHA, and must be a resident of the State of Michigan. Board members must have their IBHA and GLBA dues paid by January 1<sup>st</sup> of the current year.

#### **SECTION 3: Vacancy**

- A. If resignation, death, disqualification, or any other reason creates a vacancy, the remaining Board may appoint a successor for the balance of the unexpired term.
- B. A Director who is appointed as an Officer shall forfeit the remaining term as a Director.

#### **SECTION 4: Responsibilities**

All business and property belonging to the Association shall be managed and controlled by the Board of Directors and Officers. The Board shall report such business to the general membership. Board members are responsible for their own personal debts incurred. Outgoing Directors are responsible for returning all records and/or property over to the existing Board within thirty (30) days of leaving their position on the Board.

#### **SECTION 5: Contracts**

Written contracts of the Association shall be executed on behalf of the Association by an appropriate Officer or Director with Board approval.

#### **SECTION 6: Authority**

The Board of Directors shall have the jurisdiction to:

- A. Make, amend, enforce, and repeal the Rules and Regulations, By-Laws, and Articles of Incorporation.
- B. Suspend, expel, or remove members, Directors, and Officers from membership, the Board or Office, governing the procedure of any suspension, expulsion, and/or removal.

- C. Set and collect fees and regulate expenditures.
- D. Conduct the horse shows and govern the conduct of exhibitors and others in attendance.
- E. Transact business as it pertains to the welfare of the Association.

### **SECTION 7: Committees**

The Board may create and empower general and/or special committees.

### **SECTION 8: Absenteeism**

- A. Officers and Directors are responsible for attending meetings. Notification of the inability to attend a meeting must be made in advance to the President (or other Officer, if President is unavailable) at the earliest opportunity so a determination can be made if a quorum will be present. Failure to do so will be considered an unexcused absence.
- B. A Director or Officer who has more than two (2) unexcused absences in one year may be replaced at the discretion of the Board, according to Article IV, Section 3. The Secretary, under the direction of the Board, shall notify the Director by mail.

### **SECTION 9: IBHA Rules Delegate**

- A. The Association's IBHA Rules Delegate is responsible to represent the charter at the Rules Committee Meeting held in conjunction with the IBHA National Convention.
- B. The Rules Delegate is responsible for attending the Association's meetings and shows and report on materials received from IBHA.
- C. It is GLBA's responsibility to send the Rules Delegate to the IBHA's National Convention and pay appropriately related expenses. If GLBA does not have enough funds or can only pay for a portion of the expenses, the Rules Delegate will have the option and final decision to attend or not to attend the IBHA's National Convention.
- D. For replacement of the Rules Delegate, refer to the current Charter Rules from IBHA.
- E. The Rules Delegate has the same voting power as a director, i.e., one (1) vote.

## **ARTICLE V**

### **Officers**

#### **SECTION 1: Eligibility**

To be eligible for election as an Officer, an individual member must have attained the age of nineteen (19) by January 1<sup>st</sup> of the year an election is held. This individual must be a member in good standing. An Officer may not hold a position as Director while serving as an Officer.

## **SECTION 2: Officers**

- A. The Officers of the Association shall be President, Vice President, Secretary, and Treasurer.
- B. The term of office shall be one (1) year.
- C. Only President and Vice President shall be nominated by the current Board of Directors but voted on by the membership.
- D. If all current Directors refuse nomination for President or Vice President, such offices shall be nominated from members in good standing.
- E. All Officers must maintain a membership in good standing in IBHA and GLBA by January 1<sup>st</sup> of the current year.
- F. Outgoing Officers are responsible for returning all records and/or property over to the incoming Officer-elect within thirty (30) days of leaving their position or by the next Board Meeting.

## **SECTION 3: President**

The President shall:

- A. Be the Chief Executive Officer of the Association and preside over all meetings.
- B. See that the Rules and Regulations and By-Laws of the Association are enforced.
- C. Perform all duties customary to the position as directed by the Board.
- D. Be an ex-officio member of all committees.
- E. Vote only to break a tie.
- F. Be nominated by the Board of Directors, from the current Board of Directors who hold office prior to the annual meeting, and be elected by the general membership.

## **SECTION 4: Vice President**

The Vice President shall:

- A. Transact current business in the absence of the President as directed by the Board of Directors.
- B. Have the same voting power as a director, i.e., one (1) vote.
- C. Perform other duties as may be directed by the Board.
- D. Be nominated by the Board of Directors, from the current Board of Directors who hold office prior to the annual meeting, and be elected by the general membership.

## **SECTION 5: Secretary**

The Secretary shall:

- A. Keep the minutes of all meetings.
- B. Present the minutes at all meetings.
- C. Perform other duties as may be directed by the Board.
- D. Send a copy of all meeting minutes to IBHA.
- E. Have the same voting power as a director, i.e., one (1) vote.

- F. Collect membership dues, issue membership cards, and maintain a list of membership. The Secretary shall forward all dues payments to the Treasurer.

### **SECTION 6: Treasurer**

The Treasurer shall:

- A. Receive, deposit, and disburse all monies of the Association as directed by the Board. All Association checks must be signed by the Treasurer and the President.
- B. Maintain current and accurate financial records and provide a written, detailed report at each meeting.
- C. Be bonded and shall at no time forge any signatures.
- D. Provide a signed receipt / balance statement for all equipment, supplies, and funds (on hand or on deposit), to the incoming Treasurer, including all banking documents. Failure to comply with this requirement shall hold the outgoing Treasurer responsible for any shortages discovered.
- E. Be removed from office and subject to discipline by Board action for any violation of this section.
- F. Have the same voting power as a director, i.e., one (1) vote.
- G. File eForm 990 with the Internal Revenue Service.

### **SECTION 7: Vacancy**

Vacancies in the Officers of the Association shall be filled by Board appointment from the eligible Directors. The appointment shall be for the remainder of the unexpired term. Subsequent vacancies on the Board of Directors may be filled by Board appointment.

### **SECTION 8: Surety Bonds**

The treasurer who will be handling any funds of the Association shall be bonded at the expense of the Association, who shall secure such bonding.

### **SECTION 9: Auditing of Accounts**

Auditing of all accounts shall be made annually by two (2) members from the general membership who shall be appointed by the President with approval of the Board, plus the Secretary. This shall be accomplished by March 31<sup>st</sup> of the current calendar year. In addition, the Board may request and ensure an audit of all accounts to be performed at any time, at the Board's discretion. The Treasurer shall be present at the audit to answer any questions.

## **ARTICLE VI**

### **Amendments**

## **SECTION 1: Authority**

The Board of Directors may alter, amend, or repeal these By-Laws or adopt new By-Laws at any meeting by a two-thirds (2/3) vote of the Directors and Officers present. Proposed changes must have been presented at any meeting and notification made in writing to the membership at least fifteen (15) days prior to said meeting.

Changes are subject to the Board's right to amend or rescind any such By-Laws by a two-thirds (2/3) vote of the Directors and Officers present. By-Laws and the General Rules and Regulations will be reviewed each year.

## **ARTICLE VII**

### **General Elections**

#### **SECTION 1: Elections Committee**

- A. The Elections Committee may consist of up to three (3) current members of the Board and three (3) members from the general membership and shall be appointed by the Board three (3) months prior to the election.
- B. The Elections Committee shall present a slate of qualified members to the Board for approval sixty (60) days prior to the Annual Meeting.
- C. A copy must be sent to the membership at least thirty (30) days prior to the Annual Meeting.
- D. The slate shall consist of nominations for President, Vice President, Secretary, Treasurer, and Directors.

#### **SECTION 2: Voting**

- A. Ballots will be mailed to all members thirty (30) days prior to the Annual Meeting.
- B. The ballots will contain the name or names of the candidates for the positions of President, Vice President, Secretary, Treasurer, Directors, as well as a write-in space.
- C. Ballots shall include a return address.
- D. A brief resume providing each candidate's qualifications may be enclosed with the ballots.
- E. Members will return the marked ballots by mail.
- F. Ballots shall be accepted until seven (7) days prior to the Annual Meeting.
- G. Ballots will be opened and counted by three persons who are members of the Election Committee or GLBA Members, by volunteer, and in good standing, at the Annual Meeting. The results of the election will then be announced to the membership at the Annual Meeting and sent to IBHA.
- H. The term of office shall begin on January 1<sup>st</sup> of the year and expire on December 31<sup>st</sup> of the term year.

- I. The number of votes received by each candidate for a position as Director will govern the order of terms. Three year terms are filled in succession with the candidate with the most votes filling the first open three year term, the remaining open three year terms are filled in order of number of votes received by each available candidate, followed by open two year terms, and then open one year terms.

## **ARTICLE VIII**

### **Voting**

#### **SECTION 1: Voting – General Business**

In all such matters governed by the vote of the members, each adult member shall be entitled to one (1) vote. Absentee votes will be accepted if made to an Officer prior to the general vote.