

NEW HAMPSHIRE HIGH SCHOOL EQUESTRIAN TEAMS CONSTITUTION AND BYLAWS

MISSION STATEMENT

New Hampshire High School Equestrian Teams is dedicated to promoting and organizing equestrian competition in high school and middle school athletic or activity programs. New Hampshire High School Equestrian Teams will support, challenge and offer recognition to the dedicated students who both physically and mentally pursue the challenge of the equine sport.

PREAMBLE

This Constitution is established to facilitate interscholastic competition, promote a sound program of educational enrichment and value and encourage a cooperative, democratic process of fair and good horsemanship with a youth focus.

ARTICLE 1 - NAME, LOCATION AND ASSOCIATION LOGO

Section 1 - Name

The name of this organization will be the New Hampshire High School Equestrian Teams, (NHHSET), and shall be a not for profit organization. It shall at all times be operated and conducted in accordance with the laws of the State of New Hampshire for such organizations.

Section 2 - Location

The place of business shall be determined by the Board of Directors.

Section 3 - Association Logo

The Logo should be in the form displayed in Appendix A.

ARTICLE II - PURPOSE

Section 1

The purpose of this organization, as a public benefit corporation, is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 7 through 12 who desire to participate regardless of race, creed or national origin and meet the association rules, constitution and bylaws.

Section 2

NHHSET shall be run in accordance with the rules, regulations and policies set forth in this document and as defined in the not for profit laws of the State of New Hampshire and the educational meaning of the Internal Revenue Code Section 501 (c) (3) and is guided by the Roberts Rules of Order Newly Revised 10th Edition for Parliamentary Procedures unless otherwise stated in this document.

ARTICLE III - GOALS

Section 1

Throughout association leadership and coaching, it is our goal that the student members derive whatever enjoyment and benefits possible as a result of participating as riders in horsemanship education programs and interscholastic competition

- A. NHHSET and coaches/advisors will provide situations where each equestrian team member can be exposed to cooperative working experiences that lead to common group goals.
- B. NHHSET and coaches/advisors will encourage each equestrian team member through the opportunities to experience good leadership, fair team play, horsemanship, sense of honesty, character, peer acceptance, pride and good sportsmanship at all times.
- C. NHHSET and coaches/advisors will always provide, conduct and host equestrian interscholastic programs with proper instructions, coaching methods and conditioning rules while maintaining the health safety and welfare of each participant and equine.

ARTICLE IV - MEMBERSHIP

Section 1 - General Membership

- A. Registered students in grades 7-12 interested in competing on an equestrian team shall be eligible for membership providing the student has a team coach/advisor and registration fee has been paid.
- B. Registered adult advisors, coaches and assistant coaches and volunteers shall be eligible for membership.
- C. All schools having a registered team must obtain written approval from a school Administrator approving team participation each year.

Section 2 - New Team Membership

- A. Application for membership shall be made to the NHHSET State Board Chair who will confirm with the School Administration and then present the application to the State Board for approval.

Section 3 - Registered Team Withdrawal

- A. Team withdrawal intention letter must be submitted to the State Board Secretary.
- B. After notification of withdrawal has been reported to the NHHSET State Board Secretary the team withdrawing shall have no vote unless reinstated.

Section 4 - Re-admission

- A. Shall be the same procedure as governs the admittance of new members.

ARTICLE V - GOVERNING BODY – NHHSET STATE BOARD OF DIRECTORS.

Section 1 - Leadership

- A. The leadership of NHHSET will be vested in the State Board of Directors.

Section 2 - Purpose

- A. The purpose of the State Board of Directors is to support the mission, purpose, goals and carry out the rules and bylaws of the NHHSET organization.

Section 3 - Duty

- A. The State Board of Directors shall be the representative body of the New Hampshire High School Equestrian Teams organization, shall conduct the business of the organization and shall communicate actions and plans to the organization members. The State Board shall be empowered to authorize expenditure of the organization's funds and activities of the various committees.
- B. Other duties of the State Board include but are not limited to:
 - 1. Establish and conduct the NHHSET State Competitions
 - 2. Establish criteria for NHHSET judges.
 - 3. Communicate NHHSET activities and opportunities that are available to youth members and representatives.
 - 4. Provide recognition to NHHSET youth members and representatives.
 - 5. Assure the NHHSET program offers its program and materials equally to all adult volunteers and appropriately aged youth in the State of New Hampshire.
 - 6. Establish and publish competition rules.
 - 7. Amend the Constitution and Bylaws as may be necessary in carrying out the provisions and constitution.

ARTICLE VI - STRUCTURE – THE STATE BOARD OF DIRECTORS

Section 1 - Membership and Tenure

- A. The NHHSET State Board of Directors shall consist of 5 Officers – Chair, Vice Chair, Secretary, Treasurer, and communications director with two (2) year terms. Team Coaches and Student Representatives from each team will hold a one (1) year term on the State Board.
- B. If an officer vacancy occurs within the State Board of Directors, notification will be sent to all teams. Each team will have the opportunity to nominate a candidate for that position and an election will be held within 45 days.
- C. Terms will conclude at the June meeting and the newly elected State Board of Directors will assume their membership on the State Board at the next scheduled meeting.
- D. Treasurer and Vice Chairman will be elected in odd years. Chairman, Secretary, and communications director will be elected in even years.
- E. Any State Board Representative's term will be terminated for:
 - 1. Violation of the NHHSET Board Attendance Policy. (Student

Representatives are exempt from this rule.)

2. Violation of the State Board Constitution, Bylaws, Rules and Code of Conduct. 3. Misappropriation of funds.

3. Written resignation from the Representative.

F. If a Representative is terminated for any reason, the person chosen to replace will finish out the term for the person they are replacing.

G. All elected and appointed positions have no term limits.

Section 2 - Membership Meetings

A. All State Board meetings shall be at such locations as designated by the appropriate Board of Directors

B. Meetings shall be called as necessary at the State level. Regularly scheduled meetings will be posted on the NHHSET website.

C. Special meetings may be called at any time. Board of Directors and Officers shall be notified at least two (2) days prior to the meeting date unless there is an extreme emergency.

D. All State meetings are open to the public.

Section 3 - Election of Officers

A. The officers of the State Board of Directors shall be elected by the outgoing and continuing members of the State Board. The election shall be by the members present at the June State Board meeting. The elected officers shall assume their duties at the next Board meeting.

B. Nominations for open officer positions, with summary of the qualifications, must be submitted to the State Chair no later than May 1st of that election year.

Section 4 - Quorum

A. A quorum shall be by simple majority of voting members at any properly called meeting.

Section 5 - Voting

A. The voting membership shall consist of the officers of the State Board, Team Coaches and one (1) Student representative from each team, each of whom shall cast one (1) vote.

B. All official decisions, unless otherwise stated in this constitution, shall be by a simple majority vote of the Board of Directors present and voting. Delegation of votes

shall be restricted to members identified at the beginning of the meeting. A Team Coach or Student Representation who is unable to attend meetings must notify by phone or Email the Chairperson, Vice Chairperson, or Recording Secretary prior to said meeting who is to be the voting representative for said team. Substitute voting at the board level may only occur after substitute has signed appropriate Board paperwork. Said paperwork will be available from Secretaries at all board meetings.

Section 6 - Constitution and Bylaws

A. Constitution and Bylaws changes can only be made during a State Board of Directors meeting. Proposed changes must be submitted in writing to the State Chairperson with page number, article and section, no later than March 15th of the current year.

B. Constitution and Bylaws shall be amended by a two-thirds (2/3) vote of the Board present at the April State Board meeting. Notice of any proposed amendment shall have been given to all members of the State Board not less than two weeks previous to said meeting. All bylaw changes and actions taken at the said meeting will become effective July 1st of the current year.

C. All rulebook changes can only be made during a State Board of Directors meeting. Proposed changes must be submitted in writing to the State Chairperson, with page number, article and section, no later than July 15th of the current year.

D. All rulebook changes shall be amended by a two-thirds (2/3) vote of the Board present at the September State Board meeting. Notice of any proposed amendment shall have been given to all members of the State Board not less than two weeks previous to said meeting. All rulebook changes and actions taken at the said meeting will become effective September 30th of the current year.

Section 7 - Board of Directors and their duties

A. The officers of the State Board shall consist of Chairperson, Vice Chairperson, Secretary and Treasurer.

1. Chairperson:

- i. Elected by the Board.
- ii. Call Board and special meetings.
- iii. Prepares the agenda.
- iv. Act as General Chairperson of the meetings.
- v. Appoints Chairpersons of committees as needed. Approves selection of
- vi. chairpersons of committees as needed, with approval of the board of directors.
- vii. Act as Chief Executive Officer of the NHHSET.
- viii. Acts in an advisory position as past state chair for 1 year.
- ix. Acts as a delegate to the National Association of High School Equestrian Teams.
- x. Notifies the Board of Directors at and between formal

- meetings when special circumstances occur.
- xi.** Provides a written acknowledgement to the secretary for official records of any expenses of \$500 - \$800. Any expenses over \$800 need to be approved by the State Board prior to expenditure.
 - xii.** Signs and executes, or delegates the responsibility to sign, contracts and financial obligations, as directed by the Board of Directors.
 - xiii.** Arranges a third party audit to be performed intermittently as feels necessary or when there is a change of treasurer
 - xiv.** Acts as liaison between organization and attorney of record
 - xv.** Ensures that the Nonprofit Report is submitted to the state every five years (years ending in 0 or 5)
 - xvi.** Any and all duties as deemed necessary.

2. Vice Chairperson:

- i.** Elected by the Board
- ii.** Assists the Chairperson in the performance of his/her duties. Participates closely with the Chair to develop and implement officer transition plans and standard operating procedures for all Board positions.
- iii.** Acts as chairperson in the absence of the Chairperson.
- iv.** Assumes temporary responsibilities of any vacated officer's post until the vacated post is filled.
- v.** Attends to all insurance related needs of the organization
- vi.** Acts as liaison between insurance company and organization
- vii.** Any and all duties as deemed necessary.

3. Secretary:

- i.** Elected by the Board
- ii.** Keeps minutes of all Board meetings. Distributes meeting minutes via Email or ground mail to all State Board members.
- iii.** Maintains an updated NHHSET School membership list and distributes to State Board representatives quarterly as needed.
- iv.** Keeps an accurate account of State Champions and other pertinent information for the State Association.
- v.** Accepts and presents any rule changes to the State Board in the proper format.
- vi.** Any and all duties as deemed necessary.

4. Treasurer:

- i. Elected by the Board
- ii. Acts as custodian of all NHHSET funds.
- iii. Submits an annual financial statement to all State Board Directors and Officers.
- iv. Responsible for all bank checking and savings accounts.
- v. Files an annual tax return.
- vi. Tracks and reports disbursement of grant monies.
- vii. Supervises and financially manages all sponsorship, fundraising and scholarship activity.
- viii. Mentors incoming treasurer and elected officers.
- ix. Act as Chair when Chair and Vice Chair are not in attendance.
- x. Any and all duties as deemed necessary.

5. Communications Director:

- i. Elected by the Board.
- ii. Coordinates volunteers, judges, scribes, and other show hires.
- iii. Any and all duties as deemed necessary.

Section 8 - Standing Committees:

- 1. It is recommended but not required that there be equal representation from each team on all committees. Committee size will not be restricted.
- 2. It is recommended that at least one (1) person from the State Board sit on each committee.
- 3. The committee chairperson of the organization will call for committee meetings whenever and as often as deemed necessary to execute the responsibilities of the committee. A progress report of each meeting will be submitted to the State Board of Directors at their next scheduled meeting.
- 4. Committees may include but are not limited to: Judges Committee, Rules Committee, Pattern Committee and Risk Management Committee.

1. Judges Committee:

- a. Shall be made up of members who volunteer for committee.
- b. Will report to the State Board of Directors and work closely with the Rules Committee.
- c. Will
 - i. Develop and maintain criteria for judging NHHSET
 - ii. Maintain as a source an up to date judges list identifying individual events that each judge is certified to judge.

2. Rules Committee:

- a. Shall be made up of members who volunteer for committee.
- b. Will report to the State Board of Directors and work closely with the Judges committee.

- c. Will Review, develop and modify the NHHSET rules;
 - 1. Utilizing national standards and USEF rules for events as able.
 - 2. With input from the judges committee and the State Board of Directors.
 - 3. With Youth as the focus and an emphasis on safety.

3. Patterns Committee:

- a. Shall be made up of members who volunteer for the committee.
- b. Will
 - i. Develop the class list with approval from the State Board of Directors.
 - ii. Design patterns for upcoming year for both the regular meets and the state championship meet.
 - iii. Will report to the State Board of Directors.
 - iv. Work with rules committee to develop rules for any new classes and update rules from existing classes.

Neither the members of the Organization, nor Standing Committee members, nor members of the State Board shall be personally liable for any of the debts, liabilities or obligations of the Organization.

ARTICLE VIII – ASSETS DEDICATED TO AN EXEMPT PURPOSE

A. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

B. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on:

- 1. By an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future code, or
- 2. By an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code.

ARTICLE IX – FISCAL POLICY

All funds obtained by this Organization shall be expended at the discretion of the State Board for the benefit of the existing and future New Hampshire High School Equestrian Teams. No funds will be expended for the personal gain of any member of this Organization. No part of the net

earnings of the organization shall ensure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 1 – Dissolution:

- a. In the case of dissolution of this Organization, all funds not specifically earmarked for approved expenditure will be given to the Equestrian Special Olympics, a not for profit organization. However, if the named recipient is not then in existence or no longer a qualified recipient, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund or foundation which is organized and operated exclusively for the

purposes specified in section 501(c)(3) of the Internal Revenue Code.

b. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located exclusively for such purposes to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Section 2 – Fiscal Year:

a. The fiscal year for the organization will be from July 1st to June 30th.

Section 3 – Yearly Budgets:

a. The State Board is required to file a yearly budget and a year end financial statement with the State Board Treasurer by October 1st.

This document has been approved by the New Hampshire High School Equestrian Teams State Board on **June 27, 2025.**

As signified by the Signature of the State Chairperson

Karrie Cormier

APPENDIX A



NHHSET LOGO