

(updated on March 1, 2017)

MICHIGAN INTERSCHOLASTIC HORSEMANSHIP ASSOCIATION

CONSTITUTION

PREAMBLE

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

ARTICLE I – NAME

The name of this organization shall be Michigan Interscholastic Horsemanship Association (MIHA). Website visits can be made at www.miha.org.

ARTICLE II – PURPOSE

The purpose of this organization is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult-supervised leadership (coaching) for all students in grades 5 through 12 who are desirous to participate regardless of race, creed or national origin and meet Association rules and regulations (By-Laws)

ARTICLE III - GOALS

- A. 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.
- B. The MIHA and Coaches will involve each equestrian student (male and female) to the extent possible in team competition.
- C. The MIHA and Coaches will provide situations where each equestrian team member can be exposed to cooperative working experience that leads to common group goals.
- D. The MIHA and Coaches will provide each equestrian team member with the opportunities to experience good leadership, fair play, horsemanship, sense of honesty, character, pride and good sportsmanship at all times.
- E. The MIHA and Coaches will conduct their programs with proper instruction and adequate supervision, implementing appropriate coaching methods and conditioning rules, keeping the health, safety and welfare of each rider and mount their first priority.

ARTICLE IV – MEMBERSHIP

- A. Current Membership
 1. Students in grades 9 – 12 interested in competing on an equestrian team shall be eligible for Senior Division team membership providing the student has a registered adult coach. Refer to By-Law, Article VII – Competition.
 2. Student in grades 5 – 8 interested in competing on an equestrian team shall be eligible for the Junior Division team membership providing the student has a registered adult coach. Refer to By-Law, Article VII – Competition.
 3. Registered Adult Coach: The registered adult coach shall submit in writing to the District Chairperson an application for membership in the Association.
 4. Registered Assistant Adult Coach: The assistant adult coach shall submit in writing to the District Chairperson an application for membership in the Association.
 5. Registered Adult Volunteer: The Adult Volunteer shall submit in writing to the District Chairperson an application for membership in the Association.

6. Registered Adults – All registered Adults need to be 18 years of age or older and pass a Criminal Sexual Conduct Check by the Association.
- B. Patron Member. This is reserved for people who wish to give a financial contribution to support the MIHA as an individual, business or organization even though they may not wish to take an active part in the organization. Their names would appear on roster listing them as a Patron Member.
 - C. New Teams. Team application for membership in this association shall be made in writing to the MIHA Executive Board. The Executive Board will recognize one unified team per educational institution. As stated in Article X, items E, F, G and H each unified team may divide into smaller teams for competition purposes.
 - D. Withdrawal. Withdrawal intent must be submitted in writing to the MIHA Executive Board.
 - E. Re-admission. Re-admission shall be the same procedure that governs admittance of new teams, rule C of this section.
 - F. Removal. A team, Registered Adult Coach or Assistant Adult Coach may be dropped from the MIHA by a majority vote of the board of directors.
 - G. Membership Voting. After notification of withdrawal has been accepted, the individual or team dropping shall have no vote.
 - H. Inactive Teams. A team that has not competed for 2 or more years shall be deemed inactive and relinquish their voting rights. They must submit a written request for re-admission. Re-admission shall be the same procedure that governs admittance of new teams, rule C of this section.
 - I. Financial Obligation of Members. All financial obligations to MIHA shall be met prior to the end of the fiscal year (currently December 31 of each year). Failure to do so may result in termination or suspension of member privileges/participation in MIHA.
 1. Non-Sufficient Fund Checks. Two phone calls will be made. If payment is not received within 1 month of the initial phone calls, a third call will be made describing subsequent course of action:
 - i. All appropriate MIHA leadership (i.e. team coaches, DC and Executive board) will be notified.
 - ii. If the person initiating the NSF check is a team coach, the school and/or team members/parents, as deemed necessary and appropriate by the District Chair and State Treasurer, will be notified of the situation by registered mail.
 - iii. Appropriate legal action will be taken by the State Treasurer (i.e. take the matter to court).
 - iv. Payments, including any bank charges, are to be made with a money order or certified check, via registered mail.

ARTICLE V – GOVERNMENTAL PROCEDURES

- A. Governing Body
 1. The leadership of MIHA shall be vested in its Board of Directors and the Executive Board.
 2. The Board of Directors will be comprised of the District Chairpersons from each district that makes up MIHA.
 - a. The duties/responsibilities of the Board of Directors will include, but will not be limited to, policy-making and determination of standard operating procedures for MIHA.
 - b. District Chairperson: A registered adult coach, assistant adult coach or adult volunteer, who is elected by a majority vote, annually, of the registered adult coaches in the district.
 3. The Executive Board members, except the State Championship Show Chairperson, the State Rules Chairperson and the State Webmaster are elected by the membership. The Executive Board shall conduct the day-to-day administration of MIHA.
 4. The membership shall have the power to amend such Constitution, By-Laws, and Rules and Regulations Governing Competition as may be necessary in carrying out the provisions of the organization. Any amendment to the Constitution, By-Laws, or Rules and Regulations of Competition shall be made only during the annual membership meeting. Proposed changes must be submitted in writing to the State Rule Chairperson of the MIHA by the 31st of December (Article V, Sections C. 5, 6, and 7).
 5. Election

- a. Officers of the Executive Board shall be elected to serve a term of two years with alternating elections of Chairperson and Second Vice Chairperson elected in even-numbered years and First Vice Chairperson, Treasurer and Secretary in odd-numbered years.
 - b. All elected officers are eligible for re-election.
 - c. Election of officers will be held during the annual membership meeting.
- B. Quorum. A quorum shall consist of the eligible membership present at any properly- called meeting.
- C. Voting. This pertains to the annual membership meeting and all district meetings.
 1. The registered adult coach or person designated by the coach representing their team shall cast one vote. Votes shall be one per team. *A Junior Division team shall be considered a separate team and has its own vote.*
 - a. A Team must have competed for one season to obtain a vote at the following annual membership meeting.
 - b. At the district level, on issues of interest to only one division (Senior Division or *Junior Division*), voting will be restricted to coaches for that division involved in a particular issue. Examples of such issues might be meet dates, meet judges, District fees and District awards.
 - c. For rule changes at the annual membership meeting, the Executive Board will determine items to be voted on separately by each division, or jointly by both divisions.
 2. Majority. All official decisions will be a majority vote of the voting membership present at any properly called meeting. In an election a candidate has a majority when he has more than half the votes cast ignoring the blanks.
 3. Delegation of votes shall be restricted to members identified at the beginning of the meeting representing their team and logged in the meeting minutes. A registered adult coach, who is unable to attend the annual meeting, must notify the Recording Secretary by phone or in writing prior to said meeting as to who will be the voting representative for said team.
 - a. There is no absentee voting allowed therefore an absentee ballot is not considered and eligible ballot. However, if an individual that is considered to be an eligible voting member cannot make the meeting, he/she can designate a proxy voter to act on their behalf.
 4. The Rule and Regulations Governing Competition shall be amended by a majority vote (one over half the quorum) of the eligible membership present at the annual membership meeting, provided notice of any proposed amendment shall have been given to all registered adult coaches not less than two weeks prior to said meeting (Items for change will be posted to the MIHA website).
 5. The Constitution and By-Laws shall be amended by a 2/3 vote of the eligible membership present at the annual wither meeting provided notice of any proposed amendments shall have been given to all registered adult coaches not less than two weeks prior to said meeting (Items for change will be posted to the MIHA website).
 6. All Rule, Constitution or By-Law changes must be submitted in typed form, with page number, article or section. The whole section will be typed with the change.
 7. Anyone submitting a Rule, Constitution or By-Law change must pay \$10.00. If the rule passes, money will be refunded. If rule is not passed, money goes to MIHA.
- D. Abstention. If someone abstains from voting they have given up their vote. They may decide to abstain for any number of reasons. For example someone may have a conflict of interest and the remaining members who vote should make the decision. The person with the conflict of interest should not influence the outcome of the vote in any way. Abstaining and giving up their vote no longer count them as an "eligible voter" for that respective vote. Abstention may be done by turning in a blank ballot or simply not turning in a ballot at all.
- E. Nomination. Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is via voice or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. Sometimes a nominating ballot is taken in order to ascertain the preferences of the membership. But the election of the officers of a society it is more usual to nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair asks if there are any other nominations, when they are made from the floor, no vote being taken on accepting them.

- F. Elections. When the nominations are completed the assembly proceeds to the election, the voting being by a method described in this article Section H. An officer-elect takes possession of his office immediately.
- G. Tellers. Members that are appointed by the election Chair that will assist in the distributing, collecting and verifying the validity of the ballots cast. A member may not be eligible to be a teller if they are a nominee. If a teller is appointed by the Election Chair and becomes nominated and accepts the nomination, they should be excused from the election committee and replaced by the Election Chair.
- H. Election Procedure
 - 1. The election committee will post and state the list of potential candidates as prepared and compiled by the nomination Committee.
 - 2. The election chair reads the list, and then asks, "Are there any further nominations?" Any member may now rise and, after addressing the chair, nominate anyone else for the offices that are being voted on. Or he/she may nominate one person for each office voted on, thus proposing a new ticket. The election chair announces the nomination as made, and when he thinks that no more names will be proposed, he shall repeat the question one last time. If there is no response the election shall be by ballot. The election chair will then direct the tellers to distribute ballots for each office up for votes. Each eligible voting member will then write the name of the candidate for whom he/she votes to fill that office.
 - 3. These ballots are first distributed and are afterwards collected by the tellers, either by being dropped into a receptacle by the member, who remain in their seats, or by members coming to the ballot box. It is the responsibility of the tellers to see that each member only votes once, by checking off the number of eligible voting members as determined by the executive board secretary. The tellers will be responsible for determining by the number of votes collected for each district matches the official count for that district. The official count will be the number of eligible voters registered with the executive secretary or the number of remaining voters for that district if any of those member leave before the vote is taken.
 - 4. When the ballots are filled out, the Election Chair directs tellers to collect the ballots, which they do, in any convenient receptacle. The Election Chair inquires if all have voted who wish to, so as to be sure that tellers have not missed any members. When all have voted who wish, he announces that polls are closed; he cannot then do it without the permission of the membership.
 - 5. The chairman should always vote in case of a ballot vote. Should the chairman fail to do so before the polls are closed, he cannot then do it without permission of the membership.
- I. Plurality. In an election a candidate has a plurality when he has a larger number of votes cast for him/her than any other candidate. A plurality does not win an election. In cases where more than two candidates run and one does not garner a majority vote (50+ %) the top two plurality winners will comprise a second balloting until one candidate wins a majority vote.
- J. Ballot Reporting. The names of candidates should be arranged in order: the one receiving the highest number of legal votes.
 - 1. Example: Suppose the tellers find 100 ballot papers, 4 of which are blank (abstentions).

Number of ballots cast	100
Number of blanks	4
Number of eligible votes cast	96
Number of eligible votes necessary for a majority election	49
- K. Offices of the Executive Board and Their Duties
 - 1. Chairperson
 - a. Call Board and Special Meetings.
 - b. Prepare agenda.
 - c. Act as General Chairperson of meetings.
 - d. Appoint committee chairpersons.
 - e. Act as Chief Executive Officer of the MIHA.
 - f. Conduct meeting under parliamentary law.
 - g. Lead the board in the performance of its duties.
 - h. Act as chairperson of the financial committee.
 - 2. First Vice Chairperson

- a. Assist the Chairperson in the performance of his/her duties.
 - b. Act as Chairperson in the absence of the Chairperson.
 - c. Assume temporary responsibilities of any vacated officer's post until vacated post is filled by appointment of the MIHA Executive Board for the remaining term.
 - d. Act as chairperson of standing committees as assigned/agreed upon.
3. Second Vice Chairperson
- a. Assist the First Vice Chairperson in the performance of his/her duties.
 - b. Act as the First Vice Chairperson in the absence of the Chairperson.
 - c. Assume temporary responsibilities, if unable to be filled by the First Vice Chairperson, of any vacated officer's post until vacated post is filled by appointment of the MIHA Executive Board for the remaining term.
 - d. Act as chairperson of standing committees as assigned/agreed upon.
4. The Chairmanship of the following standing committees will be assigned to one of the Vice Chairpersons by the Chairperson:
- a. Membership Committee
 - b. Nomination Committee
 - c. Awards Committee
 - d. Regional Committee
 - e. Junior Division Steering Committee
 - g. Rule Infractions Committee
5. Secretary
- a. Keep minutes of Board Meetings.
 - b. Maintain an updated MIHA Membership list.
 - c. Handle all correspondence of the Board of Directors including all mailings, notices, bulletins, etc.
 - d. Act as the historian and the Chairperson of that committee.
6. Treasurer
- a. Act as custodian of all MIHA funds.
 - b. Keep records of assets, liabilities, income and disbursements. Report at each meeting, keeping the board updated as to funds.
 - c. Acknowledge all contributions.
 - d. Submit an annual financial statement to all Board of Directors and Officers.
 - e. Responsibility of all bank checking and savings accounts.
 - f. Arrange an independent financial review to be performed yearly at the conclusion of the year. This will include an audit of Districts and Teams. An audit schedule will be approved by the Executive Board. The District Chairperson and Coaches for the designated Districts and Teams must submit all financial records (voided Checks, statements, receipts, list of assets with purchase value of over \$500.00. etc.) to the State Treasury by the [] date posted on the MIHA website each year. Failure to do so shall result in sanctions imposed upon the District/Regional Chairperson and/or Team Coach(es) by the Executive Board.
7. Rules Chairperson
- a. Act as Chairperson of Rules Committee.
 - b. Handle all rule recommendations from the state membership at the annual membership meeting.
 - c. Review rules on a yearly basis and recommend changes.
 - d. Assist at the State Championship Meet as part of the Executive Board.
 - e. Assist in any reported rule infraction violation investigation deemed necessary by the Executive Board.
 - f. The Rules Chairperson is nominated by the Executive Board Officers. The Board of Directors will approve the Executive Board's nomination at the first Board of Director's meeting following the annual membership meeting.
8. State Championship Show Chairperson

- a. Act as Chairperson overseeing the Board of Directors (District Chairpersons) as a Standing Committee on duties pertaining to the State Championship Meet.
 - b. Chairperson will work along with the Executive Board Officers in organizing and decision-making pertaining to the State Championship Meet.
 - c. Handling the appointment of a State Championship Show Manager when necessary and overseeing that position.
 - d. Serve on the judges committee to oversee the selection of personnel for Championship Show.
 - e. The State Championship Show Chairperson is nominated by the Executive Board Officers. The Board of Directors will approve the Executive Board's nomination at the first Board of Director's meeting following the annual membership meeting.
9. State Webmaster Chairperson
- a. Act as Webmaster Chair.
 - b. Handle all web, internet, facebook, streaming updates and recommendations from the state membership.
 - c. Review web design on a regular basis and recommend changes.
 - d. Assist at the State Championship Meet as part of the Executive Board
 - e. Assist in any reported rule infraction violation investigation deemed necessary by the Executive Board.
 - f. Update date web info as necessary
 - g. The Webmaster Chairperson is nominated by the Executive Board Officers. The Board of Directors will approve the Executive Board's nomination at the first Board of Director's meeting following the annual membership meeting.

L. Standing Committees of the Association

- 1. Financial Committee
 - a. Propose a yearly budget.
 - b. Recommend sources of income including rider fee and special fund raising events.
- 2. Rules Committee
 - a. Review MIHA Constitution, By-Laws and Rules and Regulations Governing Competition annually.
 - b. Submit recommended changes to the membership.
 - c. Assure all individually proposed changes are submitted for consideration.
- 3. Nomination Committee
 - a. Shall consider all members as potential MIHA Officers and will then devise a slate to all coaches for consideration prior to annual membership meeting. Additional nominations will then be accepted from the floor at the annual membership meeting.
- 4. Membership Committee
 - a. Contact and encourage other group who are interested in the formation of new teams.
- 5. Judges Committee
 - a. Contact potential judges for MIHA State Championship Meet.
 - b. The committee should be comprised of members who have expertise that would aid in the best possible selection of judges.
 - c. Review resumes and hire the necessary judges each year for the State Championship Meet in consultation with the State Show Chairperson and Executive Board.
- 6. Pattern Committee
 - a. Acquire and review proposed patterns for the District, Regional and State Championship Meets.
 - b. Handle the printing and delivery of the pattern books to the Regional and State Meets or arrange online viewing of patterns.
- 7. Awards Committee
 - a. Select potential vendors, arrange presentation of samples, obtain quotes for Board of Directors review and arrange for purchase and delivery of selected trophies or awards.

- b. Designate a system and process for selection of winners in contests such as T Shirt Designs and Scholarships.
 - 8. Regional Committee
 - a. Committee is appointed by, and reports to, the Vice Chairperson designated as Chairperson of the MIHA Regional Committee.
 - b. Comprised of but not limited to Regional Chairpersons.
 - c. Oversees all aspects of Regional competition.
 - 9. Junior Division Steering Committee
 - a. Committee is appointed by, and reports to, the Vice Chairperson designated as the Chairperson of this committee.
 - b. Oversees all aspects of competition in the MIHA Junior Division. Recommends improvements and implements approved changes.
 - c. Promotes the MIHA Junior Division.
 - d. The Junior Division Chairperson shall keep the Executive Board informed of the issues brought before the Junior Division Steering Committee.
- M. Statement of Dissolution. Upon dissolution of MIHA, the assets of the organization will be donated to the charity and/or charities chosen by the committee comprised of the Executive Board and Board of Directors.

ARTICLE VI – MEETINGS

- A. The Annual Membership Meeting shall be held on the 2nd Saturday of February.
- B. Monthly Meetings
 - 1. General Sessions will be held throughout the year with meeting dates posted on the MIHA website.
 - 2. Special meeting may be called at any time by the Chairperson, First Vice Chairperson or Second Vice Chairperson upon request of at least three members of the Board of Directors. Board of Directors and Executive Board shall be notified at least three (3) days prior to the meeting date unless extreme emergency.
- C. Agenda for Monthly Meetings
 - a. Call to Order
 - b. Roll Call
 - c. Proof of Notice
 - d. Introductions
 - e. Call to the Public
 - f. Secretary's Report – Approval
 - g. Treasurers Report - Approval
 - h. Added Agenda Items
 - i. Old Business
 - j. New Business
 - k. Committee Reports
 - l. Correspondence
 - m. Call to the Public
 - n. Adjournment
- D. Committee Meetings
 - a. Committee Meetings will be called for by the Committee Chairperson whenever and as often as deemed necessary to execute the responsibilities of said committee. A progress report of each meeting will be submitted to the membership at the annual meeting.
 - b. Committee Meeting can also be called for by the Chairperson of the Association.