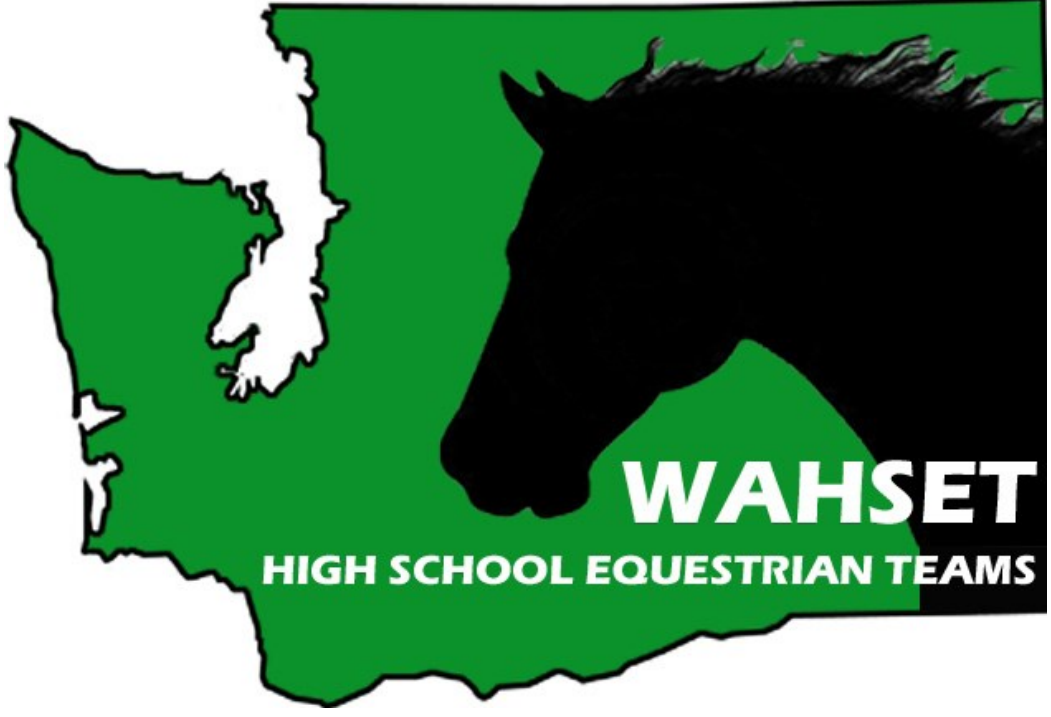


WAHSET Constitution and By-Laws





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December 19, 2010

FIRST AMENDED CONSTITUTION AND BY-LAWS

of the

WASHINGTON HIGH SCHOOL EQUESTRIAN TEAMS, INC.

(A Washington Non-Profit Corporation)

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 with a youth focus.

ARTICLE I – NAME

The name of this organization will be the Washington High School Equestrian Teams, Inc., (WAHSET).

ARTICLE II – PURPOSE

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 9 through 12 who are desirous of participating regardless of race, creed or national origin and meet the association rules, Constitution and Bylaws. *This said organization is organized exclusively for educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.*

ARTICLE III – GOALS

- A. Through leadership and coaching, it is our goal that the student members derive whatever enjoyment and benefits possible as a result of participating in horsemanship education programs and interscholastic competition.
- B. WAHSET and coaches/advisors will provide situations where each equestrian team member can be exposed to cooperative working experiences that lead to common group goals.
- C. WAHSET and coaches/advisors will encourage each equestrian team member by providing opportunities to experience good leadership, fair play, horsemanship, honesty, character, pride and good sportsmanship at all times.
- D. WAHSET and coaches/advisors will always provide, conduct and host equestrian interscholastic programs with proper instructions, coaching methods, and conditioning rules in order to insure the health, safety and welfare of each participant and equine.
- E. WAHSET will maintain the fundamental principles of the equestrian program including:
 - 1) Eligibility for participation is determined utilizing the state's athletic association guidelines, as well as the high-school's criteria and WAHSET's Code of Conduct standards to participate in athletic clubs and sports.



- 2) Qualifications for moving on to a higher-level competition would be based on a minimum number of competitions, and points would be accumulated to determine the top of athletes in that class.
- 3) Judging is standardized and is based on the individual's horsemanship skill. This is accomplished by judging one athlete or team at a time, in their own merit, performing the identified element, for each class in the competition.

ARTICLE IV – MEMBERSHIP

- A. Current Membership:
 - 1) Students in grades 9 through 12 interested in competing on an equestrian team shall be eligible for membership providing the student has a team coach/advisor.
 - 2) Adult advisors, coaches and their assistants shall be eligible for membership. A team coach or advisor shall be considered a "District Board of Directors" member representing their team at the district level.
 - 3) Any other administrative person that serves in any capacity and is endorsed by district membership shall be eligible for membership.
 - 4) Prior to a high school team being permitted to participate in WAHSET, the Board of Directors must receive a written authorization signed by an acceptable high school administrator authorizing the school team's participation in WAHSET.
- B. New Members – Team applications for membership in this association shall be made by fax, email, or letter form to the current State Chair, either directly or via any current District Chair. State Chair will then present such information to the current State Board of Directors for approval. Upon approval State Chair will report the team addition to the chosen receiving District Chairperson.
- C. Withdrawal – Team withdrawal intent must be submitted to the WAHSET District Board of Directors Chairperson and then forwarded to the State Board Chairperson who will report the team withdrawal at the next State Board meeting.
- D. Re-Admission – Re-admission shall follow the same procedure as governs the admittance of new members as specified in "B" above.
- E. Removal – A team or individual may be dropped from WAHSET by a majority vote of the State Board of Directors.
- F. Membership Voting – After notification of withdrawal has been reported to the WAHSET District Board of Directors or Chairperson, the individual or team dropping shall have no vote unless reinstated.
- G. Student Participation Eligibility – Student participation and eligibility will be determined using WAHSET and school guidelines.



ARTICLE V – GOVERNING BODY – THE STATE BOARD OF DIRECTORS

Section 1. **Leadership:**

- A. The leadership of WAHSET 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 and goals of the WAHSET program.

Section 3. **Duty:**

- A. The State Board of Directors shall be the representative body of the Washington High School Equestrian Teams, Inc. shall conduct business of the corporation and shall communicate actions and plans to the members. The State Board shall be empowered to authorize expenditure of the corporation funds and activities of the various committees.
- B. Other duties of the State Board are:
 - 1) Establish and conduct the WAHSET state competitions.
 - 2) Act in an advisory capacity to assist the districts in establishing and conducting district competitions and programs.
 - 3) Establish criteria, as well as conduct training and certification for WAHSET judges.
 - 4) Communicate WAHSET activities and opportunities for youth members and representatives.
 - 5) Provide recognition to WAHSET youth members and representatives.
 - 6) Assure WAHSET offers its program and materials equally to all adult volunteers and appropriately aged youth in the State of Washington.
 - 7) Establish and public competition rules.
 - 8) Amend the Constitution and By-Laws as necessary to carry out the provisions of the Constitution.

ARTICLE VI – STRUCTURE – THE DISTRICT AND STATE BOARD OF DIRECTORS

Section 1. **Membership:**

- A. The membership of WAHSET consists of registered riders of each high school team, coaches/advisors of each high school team and volunteers active at the district or state level.
- B. The voting membership of the District Board shall consist of the following:
 - 1) One (1) coach/advisor or adult representative from each team within the district.
 - 2) Youth representation and voting privileges will be established at the district level. Voting in district meetings will be at the discretion of the district.
- C. The membership of the WAHSET State Board shall consist of the following:
 - 1) District Chairperson from each district, one (1) adult representative for each district and one (1) youth representative from each district.



- 2) Any other administrative person who served in any capacity and is endorsed by State Board membership shall be eligible for membership on the State Board.
 - 3) No more than one (1) adult voting representative from the same school may serve as a member of the State Board at the same time.
 - 4) If a vacancy occurs within the State Board, the district with the vacancy will fill that vacancy. The newly elected member will serve out the remainder of vacated member's term.
- D. The membership of the WAHSET State Board shall consist of the following:
- 1) One (1) District Chairperson from each district.
 - 2) One (1) Adult representative from each district.
 - 3) One (1) Youth representative from each district.

Section 2. **Membership Meetings:**

- A. All District or State Board meetings shall be at such location as designated by the respective Board of Directors.
- B. Meetings shall be called as necessary at the district or state level.
- C. Special meetings of the District Board of Directors or the State Board of Directors may be called at any time upon the request of three (3) elected board members of the respective District Board of Directors or the State Board of Directors. All Board of Directors members and officers shall be notified at least two (2) days prior to the meeting date. The respective District Board of Directors, State Board of Directors, and officers, where applicable, reserve the right to waive the two (2) day notice requirement by a unanimous vote of the respective board members and officers where applicable.
- D. Twenty five percent (25%) of the documented general membership (of district for district meeting or state for state meeting) may call a special meeting of the district or the state Board of Directors by notifying the respective district or state elected board member. The Board of Directors and officers shall be notified by certified mail at least ten (10) days prior the meeting date.
- E. All district and state meetings are open to members.
- F. The general membership State Board of Directors meeting shall be held between September 1, and June 30, with one (1) month notice given to all districts.
- G. The committee chairperson or the chairperson of the corporation will call for committee meetings whenever and as often deemed necessary to execute the responsibilities of the committee. A progress report of each meeting will be submitted to the appropriate district or state Board of Directors and officers at their next scheduled meeting.



Section 3. **Election of Officers:**

- A. The officers of the district Board of Directors shall be elected as desired by the district. The district chairperson and district members at large shall be ready to report to the fall state board meeting as district representatives.
- B. The officers of the state Board of Directors shall be elected from the representatives to the State Board. The election shall be by the representatives present at the fall state board meeting. The elected officers shall assume their duties upon adjournment of the meeting.

Section 4. **Tenure:**

- A. The tenure of the adult representatives on the state board may be two (2) years. One half of the membership may be replaced each year. Re-election to the state board by the district is permissible.
- B. The tenure of the youth representative on the state board may be one (1) year. Re-election to the state board by the district is permissible.
- C. Members will assume their membership on the state board at the next meeting. Terms will conclude at the fall meeting.
- D. Any state board representative's term may be terminated for:
 - 1) Being absent for two (2) consecutive meetings, unless excused by the chairperson.
 - 2) Violation of the State Board Constitution, By-Laws or rules.
 - 3) Misappropriation of funds.
 - 4) Written resignation from the representative.
- E. If a state board representative is terminated for any reason, the person chosen to replace him or her will finish out the term for the person they are replacing.

Section 5. **Quorum:**

- A. A quorum shall consist of two-thirds (2/3) of the votes entitled to be cast at any board meeting.

Section 6. **Voting:**

- A. A Board of Director member (district chairperson, adult representative, youth representative) shall cast one (1) vote each at the state board level.
- B. Voting at the team or district meetings will be at the discretion of the district.
- C. All official decisions, unless otherwise stated in this Constitution, shall be by a 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 representing their team or district and logged in the meeting minutes. A coach/advisor who is unable to attend meetings must notify by phone or email their respective district chairperson prior to said meeting who is to be the voting representative for said team or district.
- D. Proposals need majority vote to pass.



- E. The Constitution and By-Laws changes can only be made during the general membership meeting. Proposed changes must be submitted in writing to the district chairperson and then sent to the State Board Secretary, with page number, article or section, 30 days prior to the general membership meeting to be distributed to the membership prior the meeting via email or ground mail to each district. Constitution and By-Laws shall be amended by a two-thirds (2/3) vote of the voting members present at the general membership meeting provide notice of any proposed amendment shall be given to all members of the State Board not less than two (2) weeks prior to said meeting. All By-Laws changes and actions taken at the general membership meeting will become effective immediately, including event additions and deletions, board positions, etc.

Section 7. Board of Directors and their duties:

- A. The officers of the state board (and districts if desired) shall consist of the Chairperson, Vice Chairperson, Secretary and Treasurer.
1. Chairperson
 - a) Elected by the board and is not a voting officer of the board, unless needed to act as a tie-breaker.
 - b) Calls board and special meetings.
 - c) Prepares the agenda.
 - d) Acts as general chairperson of the meetings.
 - e) Appoints chairpersons of committees as needed.
 - f) Acts as Chief Executive Officer of WAHSET.
 2. Vice Chairperson
 - a) Elected by the board.
 - b) Assists the chairperson in the performance of his/her duties.
 - c) Acts as chairperson in the absence of the chairperson.
 - d) Assumes temporary responsibilities of any vacated officer's post until the vacated post is filled.
 3. Secretary
 - a) Elected by the board.
 - b) Tape-records and/or writes and keeps minutes of all board meetings. Distributes meeting minutes via email or ground mail to all state board members.
Accepts and presents any rule changes to the state board in the proper format
 4. Treasurer
 - a) Elected by the board.
 - b) Acts as custodian of all WAHSET funds.
 - c) Keeps records of assets, liabilities, income and disbursements. Reports at each meeting, keeping board updated as to funds.
 - d) Acknowledges all contributions.



- e) Submits an annual budget and financial statement to all state board directors and officers.
- f) Has responsibility of all bank checking and savings accounts.
- g) Arranges an independent financial review to be performed before installment of new officers at the conclusion of their tenure.
- h) Files an annual tax return.

Section 8. Standing Committees:

- A. The corporation shall have standing and special committees as needed. Guidelines, duties and responsibilities for each standing and each special committee will be specified in the Policies and Procedures Manual, and may change from time to time, according to the needs and goals of the corporation
- B. If a district position is vacated or not filled, the district with the vacancy may appoint another representative to the committee at any time.

ARTICLE VII – IMMUNITY OF MEMBERS

Neither the members of the corporation, nor standing committee members, nor members of the State Board of the corporation shall be personally liable for any of the debts, liabilities or obligations of the corporation.

ARTICLE VIII – ASSETS DEDICATED TO AN EXEMPT PURPOSE

- A. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.
- B. Notwithstanding any other provisions of this document, the corporation shall not carry on any other activities not permitted to be carried on.
 - 1) By a corporation exempt from federal income tax user section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.
 - 2) By a corporation, 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 corporation shall be expended at the discretion of the State Board for the benefit of the existing and future Washington High School Equestrian Teams. No funds will be expended for the personal gain of any member of this corporation. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation 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 corporation, 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 corporation 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 corporation, 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 Commons Pleas of the county in which the principal office of the corporation 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 of the corporation will be from September 1, to August 31.

Section 3. Yearly Budgets:

- A. All districts and the State Board are required to file a yearly budget and a year-end financial statement with the State Board Treasurer.

Approved by the Washington High School Equestrian State Board on December 4, 2004.

Amended and approved by the Washington High School Equestrian State Teams, Inc. State Board on December 19, 2010.

Amended and approved by the Washington High School Equestrian State Teams, Inc. State Board on December 5, 2015.

Amended and approved by the Washington High School Equestrian State Teams, Inc. State Board on January 8, 2018.

As signified by the Signature of the State Chairperson: Houston Chatham, WAHSET State Chairperson